

FOR ASSESSMENT PREPARATION ONLY
DO NOT USE FOR THE ACTUAL ASSESSMENT

TEST ADMINISTRATION GUIDE

2006 High Schools That Work Assessment

Southern Regional Education Board

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1. INTRODUCTION

1.1 What is this assessment?

The *High Schools That Work (HSTW)* Assessment for high school seniors consists of a Student Survey and subject tests in reading, mathematics and science. A detailed school-level report is provided to participating schools and presents assessment results for career/technical and/or academic students, linked with courses they have taken and with their perceptions of classroom practices. The report will also indicate progress a school has made toward meeting the *HSTW* performance goals. Reports will be mailed to schools by the end of August, 2006.

Participating students may qualify for the *HSTW* Award of Educational Achievement. Awards will be mailed to schools early in May.

1.2 Components of the Assessment

The first component of the assessment is a Student Survey composed of two sections. The first section includes questions about students' course-taking patterns and the number of credits earned in high school. The second includes questions about students' perceptions of academic and work-based learning experiences in high school, their reactions to teaching practices, extra help and guidance services and their plans after graduation. Transcripts or course histories and spring course schedules are required to complete the first section.

Based upon recommendations developed by the National Council of Teachers of Mathematics, the questions on the mathematics test assess routine computation skills, knowledge of mathematical concepts and strategies, the application of problem-solving skills and mathematical reasoning. The test has both multiple-choice and open-ended questions. The latter require students to show their work in solving certain problems. Test content includes algebra, geometry and the basics of data analysis but does not include calculus.

Hand-held scientific calculators are allowed for one of the three sections of the test. The calculator policy can be found in Appendix VIII of this guide.

The science test, like the mathematics test, has both multiple-choice and open-ended questions. Emphasis is placed on the life and earth sciences, but the test also contains a number of questions in chemistry and applied physics.

The reading test also contains both multiple-choice and open-ended questions. Students read several passages and are required to find particular facts, ideas or pieces of information. They will also have to generalize from a passage, relate it to a new situation, or infer a cause-and-effect relationship within a passage.

1.3 Assessment Preparation Packet

ETS sends an Assessment Preparation Packet to each school that places an order for the assessment shortly after orders are received. The packet contains:

- Key tasks and timelines for conducting the assessment
- Student Roster Form and instructions for its completion
- Sampling Instructions
- Checklist for test coordinators
- Course Description Guide (including instructions for classifying courses)
- Course Matching Chart
- Test Description with Sample Questions

If you did not receive this packet, please call Lisa Rion at (609) 734-5646.

1.4 When do I need to give the assessment?

The assessment is to be administered between January 9 and February 10, 2006. It is recom-

mended that it be given in two or three sessions. It will be necessary to make testing room reservations and identify students who will be assessed in advance. All testing must be completed and materials must be postmarked for return by February 10, 2006. ***Completed answer documents mailed to ETS after February 10 may not be processed.***

1.5 Test Security

Test coordinators are responsible for the security of all test materials. The assessment books are confidential and may not be photocopied or given to anyone who is not directly involved in the assessment. From the time of delivery to the time test materials are returned, test materials should be protected from loss or unauthorized access. To meet this responsibility, test coordinators should:

1. Arrange a secure location to store materials. Test materials are considered to be in secure storage when they are locked in a container, compartment, or area. You must take reasonable care to ensure that the location is accessible only to test coordinators or school administrators.
2. Check shipments of test materials within 24 hours after receipt to ensure that the full shipment has arrived and is free from tampering or damage. Report any irregularities to ETS immediately.
3. Make certain that no student has access to the test before or after the administration.
4. Ensure that the test materials are distributed to and collected from each student individually.
5. Account for all test materials prior to the dismissal of students.
6. Ensure that all test books are returned to ETS using the materials and instructions provided. They should be post-

marked for return by February 10, 2006.

1.6 Whom to contact?

If you have any questions or concerns about administering the test, please contact ETS.

Lisa Rion
Phone: (609) 734-5646
Email: lrion@ets.org

Seth Weiner
Phone: (609) 683-2331
Email: sweiner@ets.org

The ETS fax number is (609) 683-2060

If you have questions about participating in the *High Schools That Work* Assessment or sampling students, please contact SREB.

Allison Yasitis
Phone: (404) 879-5575
Email: allison.yasitis@sreb.org

Aaron Boyd
Phone: (404) 879-5611
Email: aaron.boyd@sreb.org

Check the SREB website periodically for news and information about the assessment at: <http://www.sreb.org/programs/hstw/Assessment/assessindex.asp>

2. STUDENT PARTICIPATION

2.1 Who should participate in the 2006 assessment?

The assessment should be administered to students in the twelfth grade. Both academic and career/technical students may participate, as determined by the school at the time orders were placed. Double-check your order if you are unclear as to who should participate. Sampling instructions are included in the Assessment Preparation Packet sent to schools shortly after orders are placed. Schools that are not testing their entire senior class must select a random sample of at least 60 students. If your school has fewer than 60 seniors, you should test the entire senior class. If you have not yet selected a sample of students to participate in the assessment, you should do so at this time.

2.2 Compliance Policy for Students with Disabilities

Southern Regional Education Board, in conjunction with Educational Testing Service (ETS), has complied with the IDEA 1997 regulations by adopting a policy to include students with Individual Education Plans (IEP) in local samples according to existing school practice. In brief, if students are routinely included in state-mandated assessments and can function in a testing environment, they should be included in the pool of students from which participants are drawn. **All schools must abide by federal, state and local regu-**

lations regarding testing students with disabilities.

If an IEP specifies that a reader or amanuensis is required to assist a student, it is the school's responsibility to provide such a service at no cost to SREB or ETS. ETS will provide large print forms upon request for students who need them. *Requests for large print forms must be submitted to ETS by October 31, 2005.*

You must code an F-9 on the first page of the answer document for each student who takes the assessment under non-standard test conditions as permitted by an IEP filed with your school. F-9 codes are used to identify student answer documents for statistical purposes only. Data for students who are provided accommodations will be included in all state and school reports.

2.3 Student Roster Form

The Student Roster Form is included in the Assessment Preparation Packet sent to schools shortly after orders are placed. This roster (or a computer facsimile) is your main control sheet for use during testing. The names of all students you plan to assess and of five alternates should be listed on the roster. **The completed roster must be filed with your school or district testing records for five years. Do not send the roster to ETS. You will need this roster to conduct the follow-up of 2006 High School Graduates next year.**

3. PREPARING FOR THE ASSESSMENT

3.1 Communicating with Students

It is important to communicate fully with your students about the nature and purpose of the assessment. Informing students about the assessment is not only a fundamental courtesy but also a standard practice expected by all psychometric associations and measurement organizations. Appendix XI of this guide offers a sample communication for students that may be modified to better reflect your school's needs.

You may wish to meet with your selected students before the assessment to explain the purpose and importance of their participation and what they should expect in terms of content and question format. The Test Description with Sample Questions included in your Assessment Preparation Packet should help greatly in this effort. Your conversation with the participants should help them understand how important it is for them to give their best effort when they take the tests and complete the Student Survey. Among the successful appeals made by teachers has been the forthright assertion that the staff is dedicated to improving the school and that this assessment is an important way to prove to the students, their parents and the staff that the changes that have been made are effective. Another approach is to emphasize the fact that the students have been selected to represent their school by responding to the survey and taking the tests.

3.2 Student Survey (Course Experience Component)

Section 1 of the Student Survey is the course experience component. Students are asked to refer to their transcripts or course histories to complete a series of questions related to the

courses they have taken during high school and the number of credits earned in those courses. Alternatively, the course experience component of the survey may be completed by school personnel prior to administration of the assessment. In this case, you need administer only Section 2 of the Student Survey.

In order to prepare for the course experience survey, collect a copy of the transcript or course history and current course schedule (including spring courses) for each student participating in the assessment. Be certain that grades from the previous marking period have been posted before transcripts are retrieved and prepared for the assessment.

You will also need the completed Course Matching Chart, which will be used by students or school personnel to match local course titles with common SREB course titles. This chart has been sent to your school as part of the Assessment Preparation Packet. Also included in that packet are directions for course matching and a Course Description Guide to facilitate the process. If you do not have these materials, contact Lisa Rion by phone at (609) 734-5646 or by email (Lrion@ets.org) immediately.

The time needed to have students complete the course experience survey is 45 to 60 minutes. You may extend the time as needed. Test administration coordinators must be available to help the students with this section of the survey. You may wish to have your school's guidance counselor present as well.

WARNING!!! If the Student Survey is not completed, tests will not be scored and the results will not be included in your school report.

3.3 Procedure for Checking Materials as Soon as They Arrive

1. The shipping notice packed with your shipment lists all materials sent to you. You will need this information to complete the Survey Control Form (Appendix V of this guide).
2. **Save the boxes in which the materials arrived** – they will be used to return the materials at the end of the assessment.
3. Verify the book count that appears on the shipping notice.
4. Indicate the number of books you received for each subject in the portion of the Survey Control Form marked: # RECEIVED AT SCHOOL.
5. Check your shipment as soon as possible and contact ETS immediately if:
 - Your counts do not match the totals given on the shipping notice
 - You are missing any of the materials listed on the shipping notice or
 - You do not have enough books for all students participating
6. If the number of books you ordered is divisible by 10, you should receive that exact number. If the number you ordered is not divisible by 10, ETS rounds up to the next multiple of 10.

3.4 Procedure for Assigning Answer Documents to Students

Each student will complete Books 1, 2, 3 and 4. You must assign one answer document to each participating student before the first session.

1. With your Student Roster Form in front of you, open the first packet of answer documents. Find the six-digit Student ID number located in the upper right corner of the answer document.
2. Assign the answer document to the first student on the Student Roster Form by writing the student's name on the answer document and by writing the

six-digit Student ID number in column D of the Student Roster Form. **Do not use labels on the answer document.**

3. The next student on the roster should be assigned the second document in the bundle and so on until all students on the Student Roster have been assigned a six-digit ID number (see Appendix VI for a facsimile of the first page of the answer document).
4. If your school ordered special composite reports, you may complete the "Optional" box of the answer document at this time by including the appropriate E or F code for the students involved.

3.5 Scheduling the Session

1. Act early to select dates to administer the assessment (including makeup dates). Schedule these dates early in the testing window in case unplanned emergencies, such as snow closings, occur to prevent testing on the originally scheduled dates.
2. Check the Student Roster to verify the total number of participating students. If it is a large number, you may want to divide the students into several assessment groups. The Student Roster Form (or photocopy) must be available for each session so that attendance can be monitored in columns E, F, G and H.
3. The Student Survey consists of two sections. Section 1 will take about 30 to 45 minutes to complete, and Section 2 will take about 60 minutes to complete. Students have 66 minutes to complete the mathematics test, 68 minutes to complete the science test, and 90 minutes to complete the reading test. Test administration procedures (e.g., handing out and collecting answer documents and test books, answering procedural questions) can add approximately 15 minutes to each testing session.

4. The entire assessment will take about five and a half to six hours. To prevent student fatigue, schedule at least two assessment sessions (some schools schedule three or four sessions).
5. Find a location that is suitable for testing.
6. Select a time that does not conflict with other activities.
7. Notify selected students ahead of time about the date, time, location and purpose of the assessment.
8. Notify students and teachers that scientific calculators will be used in one section of the mathematics test. The calculator policy can be found in Appendix VIII of this guide.
9. Inform the principal and appropriate teachers well ahead of time about the assessment so that there are no surprises.
10. Remind students on the first day of the assessment to be present for the entire assessment, including all subsequent sessions.
11. When a student is absent, a makeup session must be scheduled if the student is expected back in school within five days. If the student is not expected to return within five days, select the next alternate on your roster.
12. Assessments must be completed between **January 9 and February 10, 2006**. All makeup sessions should be conducted within one week of the initial administration but no later than February 10, 2006.
13. Mail all assessment materials to ETS as instructed in Section 5 of this guide, "Preparing Materials for Return to ETS." **MATERIALS RETURNED AFTER February 10, 2006 will not be processed.**

IMPORTANT: To ensure that your school receives a report, it is critical that all students complete all *four* components of the assessment.

4. CONDUCTING THE ASSESSMENT

4.1 Setting Up

Before the assessment begins, check the room that will be used to make sure there is enough space for the number of students who will be assessed. If space and the number of desks permit, separate students from one another to ensure that they do their own work. If at all possible, erase the blackboards and cover any material in the room that may distract the students. Provide an environment with appropriate temperature control, reasonable furniture, adequate lighting and workspace, low noise levels and few disruptions. If necessary, make accommodations to provide access for students with disabilities.

You should have the following materials with you for each assessment session:

1. Test Administration Guide with scripts
2. Completed Student Roster Form (or photocopy)
3. Pre-assigned answer documents
4. Number two pencils with erasers
5. Reliable wristwatch with a second hand or timer

For the Student Survey only:

6. Course Description Guide, Course Matching Chart and student transcripts and course schedules (if students are completing the course experience section of the Student Survey)

For the mathematics test only:

7. Scientific calculators (see Appendix VIII)

It is important that the individuals who supervise the assessment have prior experience in administering standardized tests (see section 4.4).

4.2 Student check-in

As each student arrives:

1. Verify that the student's name appears on the Student Roster Form.
2. A Student ID number should have been entered for each student in column D of the Student Roster Form.
3. Ask students you do not know to identify themselves before giving them an answer document.
4. Any student whose name does not appear on the Student Roster Form should be sent back to his or her regular class.
5. Note student absences on the Student Roster Form. A makeup session must be scheduled for these students.
6. If a student arrives late, but before testing starts, you should give the student an answer document and help the student fill out the information on page 1.
7. Once students open their books, no late arrivals should be admitted. Students who arrive after this point should be counted as absent and scheduled to attend a makeup session.

4.3 Defective Test Materials

If you discover a defective book before the assessment begins:

1. Give the student another book. If no extra test books are available, contact ETS immediately at (609) 734-5646 for instructions.

2. Mark an X on the entire front cover of the defective book and write "DEFECTIVE BOOK" on the cover.
3. Report the information on the Test Supervisor Comment Sheet (see Appendix VII).

If a student discovers a defective book after beginning work, replace the book with another of the same subject. If defective materials cause a loss of time, make certain the affected student is permitted to make up the time at the end of the test administration.

4.4 Supervising the Session

Testing session supervisors should be school administrators, school faculty or state or district education agency staff with prior experience in administering standardized tests. Supervisors should conduct all test-taking activities in an entirely nondiscriminatory manner to ensure that all students receive equal treatment. All students are to take the assessment under a uniform set of prescribed conditions. No one is to suffer a disadvantage or gain an advantage because of race, religion, gender or disability. All students are to be protected from disturbance. The following are a few suggestions to provide a positive testing environment:

- Greet students in a friendly manner.
- Tolerate a reasonable amount of talking during admission, seating and other activities before the start of the test.
- Be patient, prompt, sensitive and courteous in responding to questions.
- Treat all students equally.
- Dismiss students in a friendly manner.

Additional Guidelines:

1. You may answer questions about the content of the Student Survey, but you may not answer any questions about the content of the items in the mathematics, science or reading portions of

the assessment. Do not assist students by reading the directions or the item choices for any of the subject area tests (unless reading assistance is required per the student's IEP). For students who are not allowed reading assistance, the best response to any such requests is, "I'm sorry. I cannot answer any questions. Just do your best with the question."

2. If students have questions regarding the reading, mathematics or science assessments that you cannot answer, please instruct them to write: *HSTW*, Educational Testing Service, Rosedale Road, MS 52L, Princeton, NJ 08541. If students have questions regarding the Student Survey, please instruct them to write: SREB, 592 10th Street, NW, Atlanta, GA 30318.
3. Be sure that all students understand what they are to do and that they know how to record their answers on the answer document. You may answer student questions about these matters.
4. As students are working, you should move about the room to ensure that they are following directions and answering questions on the appropriate part of the answer document.
5. If a student finds an error in a test or survey item, please report the name of the test, the item number and the nature of the problem on the Test Supervisor Comment Sheet (Appendix VII).
6. Students may leave a session only in an emergency situation. If a student cannot complete the session (e.g., he or she becomes ill), collect the student's test book and answer document and record this information on the student roster. No additional time should be provided.
7. Students are not required to take the assessment, but all students should be encouraged to do so. If a student refuses to participate before the assessment begins, mark that student as "other" on the Student Roster Form and in the appropriate assessment

status box of the answer document. Select the next alternate from the sampling list. A student who refuses to continue with the assessment after answering questions in at least one section of a book should be considered to have completed that assessment.

8. Students should try to answer every question even if they have to guess. There is no penalty for incorrect answers. They should also attempt all open-ended items because it is possible to earn partial credit.
9. On rare occasions, a disturbing situation may arise in a testing room. For example, a student may faint or have a nosebleed, and several other students may stop their work to help. Remedy the situation in the most practical way possible using the following guidelines:
 - Stay calm.
 - Ask all students to close their test books until the situation is resolved.
 - Record any time lost and adjust the testing time accordingly.
 - Collect test materials from each student individually and return them to each student individually if a move to another room is necessary.

4.5 Test Administration Irregularities

Group Irregularities – Group irregularities are any deviation from or disruption of normal testing that affects all or most of the students in a testing room or at a testing site. You must report any irregularities on the Test Supervisor Comment Sheet (Appendix VII). Examples of group irregularities follow:

Mistimings – Whenever possible, correct an undertiming before the students have been dismissed. If additional testing time is warranted, offer all students the same amount of ad-

ditional time for a test, even if they have finished testing. If an overtiming occurs, you cannot make an adjustment. Report any mistimings on the Test Supervisor Comment Sheet and be sure to indicate whether the incident is an undertiming or an overtiming, the amount of time involved and whether or not the mistiming was corrected.

Emergencies – Emergencies include storms, floods, power failures or other unusual events that disrupt the assessment and are beyond your control. In such a situation, decide whether to cancel the assessment or to find an alternate location. In case of emergency evacuation, your primary concern should be the safety of the students and your staff. When an emergency occurs, you should immediately:

- Note the time remaining and, if time permits, ask students to close their books and leave them on their desks.
- Evacuate the students and staff.
- If time permits, collect answer documents and test books.

Individual Irregularities – Individual irregularities are any deviation from or disruption of normal testing that affects one or several students in a testing room or at a testing site. Report any individual irregularity on the Test Supervisor Comment Sheet and be sure to include the affected test, the testing room, the affected student’s name, timing details as appropriate and the action taken. Examples of individual irregularities follow:

Defective Test Materials – See Section 4.3.

Answers Misplaced on the Answer Document – Give an unused answer document to a student who has marked answers in the wrong section of the answer document and instruct him or her to continue the test in the appropriate place. If it is not possible to take corrective action at the test site, include on the Test Supervisor Comment Sheet a complete explanation, including the affected test and question number(s) and where the misplace-

ment took place. Attach the affected answer document(s) to the Test Supervisor Comment Sheet.

Absence Due to Illness – If a student becomes ill during the test, collect his or her test book and answer document. If the student is able to return, hand back the same test materials. You must allow the student full testing time. If a student must withdraw permanently from the testing room because of illness, collect his or her test book and answer document and record the information on the Test Supervisor Comment Sheet. Mark the answer document “other” for the assessment status (see Section 5.1).

4.6 The Administration Scripts

Four appendices in this guide provide scripts for administering the Student Survey and each of the three subject-area assessments.

- Appendix I – The Student Survey
- Appendix II – The Mathematics Assessment
- Appendix III – The Science Assessment
- Appendix IV – The Reading Assessment

The scripts provide specific instructions for conducting and timing each session as well as standardized directions to read to students. These directions appear in text boxes.

Please read the directions in the text boxes word for word to ensure that all sessions are administered in the same way.

4.7 Answer Document Information

Each answer document has a Student ID number printed in the upper right-hand corner of the cover (see Appendix VI). Each student will use one answer document to complete the Student Survey and all three subject tests.

The section labeled “STUDENT NAME” is where the test coordinator or testing session supervisor will write each student’s name when assigning answer documents (see

Section 3.4). Below the box labeled “STUDENT NAME” is an area where the student will enter his or her gender and your school’s five-digit site code number. Your site code can be found on the shipping notice that accompanied your materials or in Appendix X of this guide. Put this number on the blackboard for students to copy during the assessment administration.

Be careful that answer documents are not torn and that students do not use a pen or whiteout on them. These conditions make it impossible to scan the document and thus prevent student data from being included in your assessment results.

5. PREPARING MATERIALS FOR RETURN TO ETS

5.1 Verifying Information on the Answer Document

Verify that each student has accurately recorded your school’s site code number on page 1 of his or her answer document. Without this number, the student’s results will not be included in your school report.

In addition, make certain that students’ names are recorded accurately on page 1 of the answer document. This helps ensure that the names are correct on the Award of Educational Achievement certificates prepared for qualifying students.

If you ordered special composite reports, do not forget to enter the appropriate “E” or “F” code numbers assigned by ETS in the “OPTIONAL” section of the answer document. Enter these codes for *each* student who is to be included in a special composite report. Each oval within this section, labeled “E” and “F,” accommodates a single digit from 0-9. The code F-9 should be used if students received accommodations during testing as specified by their IEPs.

Finally, the section labeled “SCHOOL USE ONLY” (the Assessment Status box) must be completed by the test coordinator or test session supervisor after **each** assessment or make-up session has been completed. Using the criteria listed below, mark the appropriate oval

to indicate the assessment status of each student for the survey and the three subject tests.

Mark **Completed (1)** on the answer document for each student who was present and took the assessment even if he/she did not answer all questions.

Mark **Absent (2)** on the answer document for each student who was absent from the initial assessment session and was unable to make up the session.

Mark **Other (3)** on the answer document for each student who did not take the assessment seriously by misbehaving or causing a disruption, displaying behavior such as sleeping, resting his/her head on the desk, marking responses on the answer document in a meaningless way or refusing to respond to the test or survey questions.

Please note: If a Student Survey is marked “Absent” or “Other,” no part of the assessment for the student in question will be scored.

5.2 Packing and Returning Used Answer Documents

INSTRUCTIONS ARE CHANGING FOR 2006. THE GUIDE SENT WITH YOUR TEST MATERIALS WILL INCLUDE THESE NEW INSTRUCTIONS.

5.3 Packing and Returning Test Materials and Unused Answer Documents

INSTRUCTIONS ARE CHANGING FOR 2006. THE GUIDE SENT WITH YOUR TEST MATERIALS WILL INCLUDE THESE NEW INSTRUCTIONS.

APPENDIX I: The Student Survey

These instructions are based on the assumptions that each part of the assessment is administered on a separate day and that the Student Survey is administered first. **If you are combining several parts in one day, or if you are not administering the Student Survey first, adjust the instructions you read students as needed.** Regardless of which part you start with, you should read students the assessment overview in Box 1 prior to administration.

The boxes that follow contain directions that should be read aloud to students. Please do not deviate from these directions. You may answer questions regarding testing procedure or the content of the Student Survey. However, you should politely decline to answer any questions regarding the content of the mathematics, science or reading tests.

Materials you will need for this session:

- Pencils
- Timer
- Student Roster Form
- Site Code Number (display clearly in the front of the room)
- Student Survey books
- A pre-assigned answer document for each student in this session
- Copies of the completed Course Matching Chart for each student *
- Copies of transcripts or course histories and course schedules for each student *

The administration of the Student Survey differs from the administration of all other parts of the assessment because the survey contains no cognitive questions. Therefore, no timing is provided for any of the sections. It will take 60-90 minutes to complete the Student Survey; however, you can give students as much time as they need. Students should complete all sections accurately, with the assurance that their privacy has been respected.

*The Course Experience portion of the Student Survey (Section 1) may be completed by school personnel prior to the administration of the assessment. If this is the case at your school, students will not need copies of the Course Matching Chart or of their transcripts and course schedules.

Box 1

I am _____ (tell the students your name and position if the students do not already know you). Today you will be participating in the *High Schools that Work* Assessment and Student Survey. Our school is part of a project to find new ways to improve our programs and services to students. We are administering the assessment in order to measure our progress and the effectiveness of the improvements we are making. It is important that you work carefully and follow all directions so that we get an accurate measure of what we are doing well and what we could be doing even better to help our students.

The assessment will be given in four parts. The first part is not a test. It is called the Student Survey and is a questionnaire about your experiences in school and your plans after graduation. After the Student Survey, there will be three tests, one in mathematics, one in science and one in reading.

Some of the questions on these tests are multiple-choice questions that require you to select one correct answer from the alternatives given. You should try to answer all of these questions, even if you are not sure of the correct answer. You will get credit for every question you answer correctly, but you will not lose credit for incorrect answers. It is a good idea to try to narrow the alternatives down as best you can and then use your best judgment to pick your final answer.

Other questions are open-ended and will ask that you fill in a blank or write a short response for your answer. Even if you are not sure of the answer, you should respond to each of these open-ended questions because you may be able to earn partial credit.

The most important point to remember is to try to answer every question on every test. You will find some questions easy and some more difficult, but do your best and try to answer them all. By doing your best, you will be helping future students benefit from the changes we make as a school based on the assessment results.

The results we receive will be for the entire group of students taking these tests. No individual student results or survey responses will be reported to our school or to anyone else.

The Student Survey and the three tests are produced by Educational Testing Service and go through many quality-control checks. In spite of this thoroughness, on rare occasions typographical errors or flaws in questions may be found. If you suspect a problem, please raise your hand. If you have a defective book, I will give you a replacement. If there is a problem with a question, I will assist you in reporting your concern.

If students report any concerns about a test or a survey question, please describe the concern on the Supervisor Comment Sheet (Appendix VII).

Please continue:

Box 2

I will soon distribute an answer document and the Student Survey. Before I begin passing out materials, clear your desk of anything you may have brought with you except a sharpened number two pencil with a good eraser. Does anyone need a pencil?

Distribute pencils if needed.

Box 3

Now I will distribute the Student Survey and your answer document. When you receive your survey book, please do not open it.

First distribute the Student Survey books. Then distribute the answer documents. Make sure that each student receives the answer document with his or her name on it. If a student is absent, set that student's answer document aside.

If students will be completing the Course Experience Survey (Section 1), you should distribute copies of the Course Matching Chart, transcripts and/or course schedules after you have distributed the Student Survey books and the answer documents.

When you have finished distributing materials, check to see that your school's site code is written clearly on the board. If your school completed the gender and site code information for students, skip Box 4. If not, say:

Box 4

Please turn to your answer document and look at the front. Please provide the information called for in the box below "Student Name." Fill in the oval that indicates whether you are male or female. Copy the site code number that I have put on the board into the five boxes and fill in the corresponding ovals. Please be sure to fill in the ovals completely.

If your school ordered special composite break-out reports and has been provided special codes from ETS, staff in your school should already have completed the "Optional" box with those codes.

Please continue:

Box 5

Now open your survey book to the directions on the inside front cover. Please read the directions and review the sample questions.

Give the students time to read and review the sample questions. Offer to answer any questions they have at this time.

If your school is having students complete Section 1 of the survey, proceed directly to the instructions for Section 1 below.

If your school completed Section 1 of the Student Survey for students, proceed to Box 11 (page 18 of this manual) after saying the following:

Box 6

Our school has completed Section 1 of the Student Survey for you. Please turn to page 2 of your answer document and to page 7 of your survey booklet.

Section 1

This section takes approximately 45 to 60 minutes to complete.

Because your site is having students complete this section, you may wish to have the guidance counselor available to assist you.

You will need to tailor your administration of this section to your local transcript or course history format. Some transcripts list courses by semester, beginning with the first year of high school. Others list courses by subject, such as mathematics, English or science.

Our recommendation is to lead students through the subject listings one by one. Be sure that students enter all courses including

those that may have yet to be posted on their transcripts. These may include courses that they took during the previous marking period or those they are currently taking.

A great deal of time can be saved if you take a moment to familiarize the students with those aspects of the transcript or course history that they will actually use. Students will be looking for course names and the credits earned or recorded. It is important to take note of the format by which courses are presented (e. g., semester, year, by subject) to facilitate their searching for course titles.

The Course Matching Chart is also an essential tool. Using this chart, you and your students can find your school's title for each course mentioned in the Survey. Then the students can look for that title in their own transcripts or course history documents.

Box 7

Please turn to Section 1. Before you begin, please check to make sure that you have been given the correct transcript.

It is important to pay attention to what we are doing while completing Section 1. I will read the course titles included in question 1: Basic, Fundamental, Practical, or Essential Mathematics; General Mathematics; Consumer Mathematics or Business Mathematics. Using the Course Matching Chart, I will now read the names of the courses at our school that correspond to these titles (**READ YOUR COURSE TITLES NOW**).

Can you find any of these titles on your transcript or course history document? If you can, that means you have taken the course. If you have taken any of these courses, please answer question 1 by filling in the appropriate oval on your answer document. Your transcript or course history document will tell you how many credits you earned for each course. If you took more than one of the courses I read for question 1, just add the

credits for each course to get the total number of credits. If you have not taken any of the courses I read for question 1, leave this question blank.

As we go through Section 1 of the Survey question by question, I will use the Course Matching Chart to read our school's titles for the courses listed in the Survey. Your task is to find the course titles that I read to you on your transcript. If you find the title, that means you have taken the course. Look at your transcript or course history document to find the number of credits you earned. Then answer the question by filling in the appropriate oval on your answer document. If you have taken more than one course in a given category, add the credits together and fill in the appropriate oval.

Courses you plan to take but have not yet taken count for credit on this Survey. If you plan to take one of the courses I read, please answer the question as if you have already taken that course. If you do not know how many credits you earned for a course, please raise your hand, and I will assist you.

If your school is on block scheduling, you may want to emphasize the need to include courses planned but not yet taken.

Box 8

Are there any questions? It is important to be careful in your work so that you can be recognized for the coursework you have completed.

Pause for a moment to answer any questions.

Then proceed with question 2.

Box 9

Question 2. Pre-algebra, Algebra Foundations. According to the Course Matching Chart, our courses that correspond to this title are _____ (**READ YOUR COURSE TITLES NOW**). Have you taken any of these courses? If so, fill in the oval indicating the number of credits you received. If you do not find any of these courses on your transcript or course history document, leave question 2 blank.

Continue this process through question 60. Remember, students cannot complete Section 1 of the Student Survey without knowing how the department chairs classified courses offered at your school. The Course Matching Chart (which your school completed with the help of the Course Description Guide) is the only document that can connect local course titles to those listed in the Student Survey.

After all 60 questions have been answered, say:

Box 10

You will not need to refer to your school transcripts or course history documents to complete the rest of the survey. Place them on the corner of your desk. I will pick them up at the end of the session.

Section 2

This section takes approximately 60 minutes to complete.

Box 11

We will now complete Section 2 of the Student Survey. Please answer items 1 through 5 by filling in the appropriate ovals on your answer document. When you have answered these questions, look up at me.

Allow students a few minutes to answer questions 1 through 5.

Box 12

For question 6, please fill in the oval on the answer document next to the career/technical area of concentration that describes the area in which you have concentrated your studies. A concentration is at least four credits in a planned sequence of courses.

If your state requires only three credits for a concentration, advise students accordingly.

Box 13

Most career/technical concentrations can be classified under items A through S. In the rare instance that your concentration is not listed or cannot be classified, please fill in oval T for “Other Career/Technical Concentration” on the answer document. If you do not have a career/technical concentration, fill in oval U: “When I graduate, I will not have completed four or more credits in a career/technical concentration.”

If you entered a response in items A through T, for the remainder of the survey, you are considered a CTE student and should answer all questions on the survey that refer to CTE students. If you filled in oval U, please do not answer questions that specify “CTE students only.”

Pause for a moment to answer questions as needed.

Box 14

Please answer the remaining questions in Section 2 of the Student Survey. Fill in only one oval for each question on the answer document. If you are a CTE student, you will

answer all remaining questions. If you are not a CTE student, there are several questions that you will be instructed to skip.

You will notice that item 207 on your answer document requires you to fill in your name and address. Although your individual scores on the assessments will not be reported to your school or to anyone else, these scores are used to determine whether you are eligible for the *High Schools that Work* Award of Educational Achievement. In order to produce award certificates for qualifying students, their names must be entered in item 207. We encourage you to provide this information.

When it appears that all students have completed the Student Survey, collect an answer document and book from each student. Once all materials have been collected and accounted for, thank students cordially for their participation. Use standard procedures to return students to classes, or proceed with the next part of the assessment as scheduled.

APPENDIX II: The Mathematics Assessment

The following are instructions for administering the mathematics test of the *HSTW* assessment. The mathematics test contains three timed sections. The total testing time is 66 minutes. Test administration procedures (e. g., handing out and collecting answer documents and test books, answering procedural questions) can add approximately 15 minutes to the testing session.

The use of calculators is allowed only for Section 3 of the test. Students may not use calculators for Sections 1 and 2. They should put their calculators under or beside their seats while working on the first two sections of the test.

Section 3 of the mathematics test has been designed for completion with a scientific calculator. Students are NOT allowed to use graphing calculators. Sharing of calculators during the test is not permitted.

Please be sure to have your Student Roster Form with you before administering this test.

Distribution of Test Materials

Box 1

I am _____ (tell the students your name and position if the students do not already know you).

This section of the *HSTW* assessment is a mathematics test. This test is divided into three timed sections. The total testing time is 66 minutes. The third section of the test allows you to use a calculator. You will need a scientific calculator for this section. You may not use a graphing calculator. You are not allowed to use a calculator for Sections 1 and 2 of the test.

Before I distribute the testing materials, please clear your desk of anything you may have brought with you. Put your calculators under your seat or beside your desk. I will tell you when it is time to get them out.

In order to fill in answers on your answer document, you will need a sharpened number two pencil with a good eraser. Does anyone need a pencil?

Distribute pencils if needed. If your school is providing scientific calculators for students who do not have them, you may also distribute them at this time.

Box 2

Now I will distribute the test materials. When you receive your test book and answer document, place them face down on your desk. Do not open them.

Distribute the answer documents and test books one at a time. Make sure that you give each student his or her own answer document. If a student is absent, set that student's answer document aside. When all the test materials have been distributed, say:

Box 3

You will find two types of questions on the mathematics test. Most are multiple-choice questions that require you to select one correct answer from the alternatives given. Some are open-ended questions that require you to write a short response. You should respond to all questions in your answer document. You will not get credit for anything you write in your test book. When answering the multiple-choice questions, remember to fill in the oval corresponding to your answer choice fully and

evenly. If you need to erase an oval you have filled in, do so as completely as possible. When answering the open-ended questions, be sure to write your responses inside the boxes provided on your answer document.

You should try to answer all questions on the test, even if you are not sure of the answer. You will get credit for every multiple-choice question you answer correctly. You will not lose credit for incorrect answers. It is a good idea to narrow down the alternatives as best you can and then use your best judgment to pick your final answer. On the open-ended questions, you may be able to earn partial credit even if you are not sure of how to answer. The most important point to remember is to do your best and try to answer every question on the test.

However, you should not spend too much time on a question that is giving you trouble. In general, work as quickly as you can without becoming careless. Answer all the questions you are sure of first, skipping those that are difficult for you. Then come back to the difficult questions and do your best to answer them.

Scrap paper is not allowed, but you may use your test book to work out answers. Just remember to record all of your final answers on your answer document.

Please open your answer document to page 7.

Now open your test book to the directions on the inside of the cover page. Please read the directions and review the sample questions. Look up at me when you are done.

Give the students time to read and review the sample questions. Answer any procedural questions students may have. Politely decline to answer any questions regarding test content. After you have answered questions, read Box 4.

Box 4

This test is divided into three sections. At the beginning of each section, I will tell you how much time you will have and when to begin. I will also tell you when to stop work on each section. Do not go on to the next section until you are instructed to do so. You may work on only one section at a time (that is, you may NOT work on Sections 2 or 3 during the time allotted for Section 1, and so on).

Remember that calculators are allowed only for Section 3. If you need another pencil during the test, please raise your hand and I will give you one.

Please turn to Section 1 in your test book. You have 25 minutes to complete this section. You may begin now.

Set the timer for 25 minutes.

IMPORTANT: Walk around the room to be certain that students are placing their answers on the correct section of the answer document.

When there are five minutes remaining, say:

Box 5

You have five minutes remaining for this section.

At the end of 25 minutes, say:

Box 6

Please stop working and put your pencils down. Now turn to Section 2 in your test book. You have 16 minutes to complete this section. You may begin now.

Set the timer for 16 minutes.

IMPORTANT: Walk around the room to be certain that students are placing their answers on the correct section of the answer document.

When there are five minutes remaining, say:

Box 7

You have five minutes remaining for this section.

At the end of 16 minutes, say:

Box 8

Please stop working and put your pencils down. Now turn to Section 3 of your test book. You have 25 minutes to complete this section. You may use a scientific calculator. Graphing calculators are not allowed. Please take out your calculators now.

Pause to allow all students to get their calculators.

Box 9

You may begin now.

Set the timer for 25 minutes.

IMPORTANT: Walk around the room to be certain that students are placing their answers in the correct section on the answer document.

When there are five minutes remaining, say:

Box 10

You have five minutes remaining for this section.

At the end of 25 minutes, say:

Box 11

Stop working and close your test books and answer documents. Please sit quietly while I collect the test materials. Thank you for your cooperation and effort on the mathematics test.

Collect an answer document and test book from each student. Once all materials have been collected and accounted for, use standard procedures to return students to classes, or proceed with the next part of the assessment as scheduled.

APPENDIX III: The Science Assessment

The following are instructions for administering the science test of the *HSTW* assessment. The science test contains three timed sections. The total testing time is 68 minutes. Test administration procedures (e. g., handing out and collecting answer documents and test books, answering procedural questions) can add approximately 15 minutes to the testing session.

Please be sure to have your Student Roster Form with you before administering this test.

Distribution of Test Materials

Box 1

I am _____ (**tell the students your name and position if the students do not already know you**).

This section of the *HSTW* assessment is a science test. This test is divided into three timed sections. The total testing time is 68 minutes.

Before I distribute the testing materials, please clear your desk of anything you may have brought with you.

In order to fill in answers on your answer document, you will need a sharpened number two pencil with a good eraser. Does anyone need a pencil?

Distribute pencils if needed.

Box 2

Now I will distribute the test materials. When you receive your book and answer document, place them face down on your desk. Do not open them.

Distribute the answer documents and test books one at a time. Make sure that you give each student his or her own answer document. If a student is absent, set that student's answer document aside. When all the test materials have been distributed, say:

Box 3

You will find two types of questions on the science test. Most are multiple-choice questions that require you to select one correct answer from the alternatives given. Some are open-ended questions that require you to write a short response. You should respond to all questions in your answer document. You will not get credit for anything you write in your test book. When answering the multiple-choice questions, remember to fill in the oval corresponding to your answer choice fully and evenly. If you need to erase an oval you have filled in, do so as completely as possible. When answering the open-ended questions, be sure to write your responses inside the boxes provided on your answer document.

You should try to answer all questions on the test, even if you are not sure of the answer. You will get credit for every multiple-choice question you answer correctly. You will not lose credit for incorrect answers. It is a good idea to narrow down the alternatives as best you can and then use your best judgment to pick your final answer. On the open-ended questions, you may be able to earn partial credit even if you are not sure of how to answer. The most important point to remember is to do your best and try to answer every question on the test.

However, you should not spend too much time on a question that is giving you trouble. In general, work as quickly as you can without

becoming careless. Answer all the questions you are sure of first, skipping those that are difficult for you. Then come back to the difficult questions and do your best to answer them.

Scrap paper is not allowed, but you may use your test book to work out answers. Just remember to record all of your final answers on your answer document.

Please open your answer document to page 9.

Now open your test book to the directions on the inside of the cover page. Please read the directions and review the sample questions. Look up at me when you are done.

Give the students time to read and review the sample questions. Answer any procedural questions students may have. Politely decline to answer any questions regarding test content. After you have answered questions, read Box 4.

Box 4

This test is divided into three sections. At the beginning of each section, I will tell you how much time you will have and when to begin. I will also tell you when to stop work on each section. Do not go on to the next section until you are instructed to do so. You may work on only one section at a time (that is, you may NOT work on Sections 2 or 3 during the time allotted for Section 1, and so on).

If you need another pencil during the test, please raise your hand and I will give you one.

Please turn to Section 1 in your test book. You have 25 minutes to complete this section. You may begin now.

Set the timer for 25 minutes.

IMPORTANT: Walk around the room to be certain that students are placing their answers on the correct section of the answer document.

When there are five minutes remaining, say:

Box 5

You have five minutes remaining for this section.

At the end of 25 minutes, say:

Box 6

Please stop working and put your pencils down. Now turn to Section 2 in your test book. You have 18 minutes to complete this section. You may begin now.

Set the timer for 18 minutes.

IMPORTANT: Walk around the room to be certain that students are placing their answers on the correct section of the answer document.

When there are five minutes remaining, say:

Box 7

You have five minutes remaining for this section.

At the end of 18 minutes, say:

Box 8

Please stop working and put your pencils down. Now turn to Section 3 of your test book. You have 25 minutes to complete this section. You may begin now.

Set the timer for 25 minutes.

IMPORTANT: Walk around the room to be certain that students are placing their answers in the correct section on the answer document.

When there are five minutes remaining, say:

Box 9

You have five minutes remaining for this section.

At the end of 25 minutes, say:

Box 10

Stop working and close your test books and answer documents. Please sit quietly while I collect the test materials. Thank you for your cooperation and effort on the science test.

Collect an answer document and test book from each student. Once all materials have been collected and accounted for, use standard procedures to return students to classes, or proceed with the next part of the assessment as scheduled.

APPENDIX IV: The Reading Assessment

The following are instructions for administering the reading test of the *HSTW* assessment. The reading test contains three timed sections. The total testing time is 90 minutes. Test administration procedures (e. g., handing out and collecting answer documents and test books, answering procedural questions) can add approximately 15 minutes to the testing session.

Please be sure to have your Student Roster Form with you before administering this test.

Distribution of Test Materials

Box 1

I am _____ (**tell the students your name and position if the students do not already know you**).

This section of the *HSTW* assessment is a reading test. This test is divided into three timed sections. The total testing time is 90 minutes.

Before I distribute the testing materials, please clear your desk of anything you may have brought with you.

In order to fill in answers on your answer document, you will need a sharpened number two pencil with a good eraser. Does anyone need a pencil?

Distribute pencils if needed.

Box 2

Now I will distribute the test materials. When you receive your book and answer document, place them face down on your desk. Do not open them.

Distribute the answer documents and test books one at a time. Make sure that you give each student his or her own answer document. If a student is absent, set that student's answer document aside. When all the test materials have been distributed, say:

Box 3

You will find two types of questions on the reading test. Most are multiple-choice questions that require you to select one correct answer from the alternatives given. Some are open-ended questions that require you to write a short response. You should respond to all questions in your answer document. You will not get credit for anything you write in your test book. When answering the multiple-choice questions, remember to fill in the oval corresponding to your answer choice fully and evenly. If you need to erase an oval you have filled in, do so as completely as possible. When answering the open-ended questions, be sure to write your responses inside the boxes provided on your answer document.

You should try to answer all questions on the test, even if you are not sure of the answer. You will get credit for every multiple-choice question you answer correctly. You will not lose credit for incorrect answers. It is a good idea to narrow down the alternatives as best you can and then use your best judgment to pick your final answer. On the open-ended questions, you may be able to earn partial credit even if you are not sure of how to answer. The most important point to remember is to do your best and try to answer every question on the test.

However, you should not spend too much time on a question that is giving you trouble. In general, work as quickly as you can without becoming careless. Answer all the questions you are sure of first, skipping those that are difficult for you. Then come back to the

difficult questions and do your best to answer them.

Scrap paper is not allowed, but you may use your test book to work out answers. Just remember to record all of your final answers on your answer document.

Please open your answer document to page 12.

Now open your test book to the directions on the inside of the cover page. Please read the directions and review the sample questions. Look up at me when you are done.

Give the students time to read and review the sample questions. Answer any procedural questions students may have. Politely decline to answer any questions regarding test content. After you have answered questions, read Box 4.

Box 4

This test is divided into three sections. At the beginning of each section, I will tell you how much time you will have and when to begin. I will also tell you when to stop work on each section. Do not go on to the next section until you are instructed to do so. You may work on only one section at a time (that is, you may NOT work on Sections 2 or 3 during the time allotted for Section 1, and so on).

If you need another pencil during the test, please raise your hand and I will give you one.

Please turn to Section 1 in your test book. You have 25 minutes to complete this section. You may begin now.

Set the timer for 25 minutes.

IMPORTANT: Walk around the room to be certain that students are placing their answers on the correct section of the answer document.

When there are five minutes remaining, say:

Box 5

You have five minutes remaining for this section.

At the end of 25 minutes, say:

Box 6

Please stop working and put your pencils down. Now turn to Section 2 in your test book. You have 40 minutes to complete this section. You may begin now.

Set the timer for 40 minutes.

IMPORTANT: Walk around the room to be certain that students are placing their answers on the correct section of the answer document.

When there are five minutes remaining, say:

Box 7

You have five minutes remaining for this section.

At the end of 40 minutes, say:

Box 8

Please stop working and put your pencils down. Now turn to Section 3 of your test book. You have 25 minutes to complete this section. You may begin now.

Set the timer for 25 minutes.

IMPORTANT: Walk around the room to be certain that students are placing their answers in the correct section on the answer document.

When there are five minutes remaining, say:

Box 9

You have five minutes remaining for this section.

At the end of 25 minutes, say:

Box 10

Stop working and close your test books and answer documents. Please sit quietly while I collect the test materials. Thank you for your cooperation and effort on the reading test.

Collect an answer document and test book from each student. Once all materials have been collected and accounted for, use standard procedures to return students to classes, or proceed with the next part of the assessment as scheduled.

APPENDIX V: Survey Control Form

Survey Control Form

2006 HIGH SCHOOLS THAT WORK ASSESSMENT

SCHOOL NAME: _____ SITE CODE: _____

SCHOOL CITY/STATE: _____

RANGE OF ANSWER DOCUMENT ID NUMBERS _____ TO _____

	ANSWER DOCUMENT	SURVEY BOOK 1	MATH BOOK 2	SCIENCE BOOK 3	READING BOOK 4
A. # Received at School					
B. # Used Answer Documents Returned					
C. # Unused Answer Documents Returned					
D. # Used and Unused Test Books Returned					
		Line A must equal line D			

Return this document with your USED answer documents.

APPENDIX VII: Test Supervisor Comment Sheet
 (To be returned with used answer documents)

Name of School: _____ Site Code#: _____

Test Coordinator's Name: _____

Item Problems:

Student's Name	Test Book Form	Test Book Number	Item/Question	Problem

Irregularities During the Test Administration:

Describe Irregularity	Students Involved

Test Coordinator Comments:

APPENDIX VIII: Calculator Policy

Students may use scientific calculators for Section 3 of the mathematics assessment. Calculators are NOT permitted for any other section of the mathematics assessment or for the other subject tests in the *High Schools That Work* Assessment. The following devices are NOT permitted: graphing calculators, pocket organizers, “hand-held” and laptop computers, electronic writing pads and pen-input devices, calculators with QWERTY (i.e., typewriter-like) keypads, calculators that require paper tapes, calculators that make noise or “talk” and calculators that require electrical outlets. Students may not share calculators during the assessment.

Students should be thoroughly familiar with the operation of the calculators they plan to use. A student’s degree of familiarity with the calculator may affect how well he or she does on the test.

To minimize the chance of a calculator malfunction, it is recommended that each calculator be equipped with fresh batteries and checked for proper functioning prior to the start of the assessment. Test coordinators cannot assist students if their calculators malfunction during testing. Students may bring batteries and/or backup calculators to the test.

APPENDIX IX: Glossary

Administration Scripts: The scripts provide specific instructions for administering the Student Survey and the three subject tests and can be found in Appendices I-IV. The instructions that are to be read aloud to the students appear in boxes. Please read the boxed text word for word to ensure that all sessions are administered in the same way.

Answer Document: The students will enter their responses for both multiple-choice and open-ended questions for the Student Survey and the three assessments on the answer document.

Assessment Group: Check the Student Roster to verify the total number of participating students. If the assessment group is large, you may want to divide the students into several smaller assessment groups.

Assessment Session: The entire assessment will take about five and a half to six hours. To prevent student fatigue, schedule at least two assessment sessions.

Award of Educational Achievement: The *High Schools That Work* Assessment will identify students who qualify for the Award of Educational Achievement.

ID number: The six-digit ID number is the number sequence that appears on the upper right-hand corner of the answer document. (See Appendix VI for the location of this number on the answer document.) Each student on the Student Roster must be assigned an answer document; the six-digit ID number on the document should be copied beside the student's name. This number now becomes the student's ID number. Please make sure that each student uses the same answer document for all four parts of the assessment.

Shipping Notice: The shipping notice is included with your shipment of test materials and is used to verify that all materials have been received.

Site Code: The Site Code is sometimes referred to as your test center number. It is issued by ETS and is a unique identifying number for your school. Your Site Code can be found on the shipping notice as well as in Appendix X of this guide. If your site code is not listed, call Lisa Rion at (609) 734-5646.

Student Survey: The purpose of the Student Survey is to collect information about student variables that may be associated with achievement and to document certain courses that students have taken during high school.

Student Roster Form: The Student Roster Form is your main control sheet, and all students whom you intend to assess must be listed on it.

Survey Control Form: Test coordinators use this form to record the number of assessment books and answer documents received from ETS and the number of used and unused assessment books and answer documents returned to ETS. The number of used and unused items must equal the total number of items received in the initial shipment. The Survey Control Form thus provides a crucial check that all materials are accounted for. A copy of the Survey Control Form can be found in Appendix V of this guide.

APPENDIX X: Master List of Site Codes

Each school has a unique site code. This site code must be accurately transcribed on every used answer document in order for your school to receive an accurate site report.

If you are testing for the first time this year, your site code number may not be listed in this appendix. Contact Lisa Rion at 609-734-5646 or lrion@ets.org if you are a new school or if you cannot find your site code in this appendix.

Alabama

Cold Springs High School	01077
Green County High School	01078
Hanceville High School	01074
Holly Pond High School	01062
J.B. Pennington High School	01079
James Oliver Johnson High School	01037
Jemison High School	01044
Jess Lanier High School & Bessemer Center for Technology	01006
L.B. Williamson High School	01049
Lee High School	01036
M.T. Blount High School	01025
S.R. Butler High School	01009
Vincent High School	01076
Vinemont High School	01043
Walker County Ctr for Technology	01041
Wilcox Central High School	01053

Arizona

Tombstone High School	03001
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Arkansas

Arkadelphia Public School	04033
Arkansas Senior High School	04040
Bentonville High School	04031
Cabot High School	04041
Central High School (West Helena)	04009
Central High School (Little Rock)	04036
Drew Central High School	04045
El Dorado High School	04021
Fayetteville HS – East Campus	04043
Fayetteville HS – West Campus	04004
Fort Smith Northside High School	04006
Fort Smith Southside High School	04007
Fountain Lake High School	04035
Hall High School (Little Rock)	04037
Hamburg High School	04008
Har-Ber High School	04046
J.A. Fair Systems Magnet HS	04022
Lake Hamilton High School	04011
Lee County High School	04012

Lincoln High School	04032
McClellan Magnet High School	04039
Mountain Home High School	04042
Osceola High School	04015
Parkview Arts/Science Magnet HS	04038
Pine Bluff High School	04016
Rogers High School	04017
Siloam Springs High School	04044
Springdale High School	04018

California

Sanger High School	05002
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Connecticut

Albert I. Prince RUTS	07001
Bullard-Havens High School	07002

Delaware

Christiana High School	08008
Delcastle Technical High School	08002
Dover High School	08009
Howard High School of Technology	08004
Paul M. Hodgson Vocational Tech HS	08003
POLYTECH High School	08001
Sussex Technical High School	08005
Woodbridge High School	08007

District of Columbia

Frank W. Ballou High School	09001
Phelps Career High School	09002

Florida

Amos P. Godby High School	10072
Baker County High School	10060
Bay High School	10058
Bellevue High School	10015
Charles W. Flanagan High School	10050
ChIPLEY High School	10076
Dillard High School	10019
Dunnellon High School	10063
Forest High School	10045
Forest Hill Community High School	10073
Fort Pierce Central High School	10023

Fort Pierce Westwood High School	10024	Cartersville High School	11199
Freeport High School	10070	Cass High School	11168
G. Holmes Braddock Sr. High School	10074	Cedar Grove High School	11139
Hialeah Senior High School	10066	Cedar Shoals High School	11029
Jackson Academy of Applied Technology	10056	Cedartown High School	11222
John A. Ferguson High School	10078	Central Gwinnett High School	11204
Lake Weir High School	10068	Central High School	11019
Lake Worth Community High School	10057	Chamblee High School	11209
Lincoln Park Academy	10049	Chapel Hill HS (Douglas County)	11158
Manatee High School	10009	Chattahoochee High School	11218
Martin County High School	10027	Chattooga High School	11115
Miami Beach Senior High School	10013	Chestatee High School	11207
Miami Edison Senior High School	10053	Clarke Central High School	11030
Miami Norland Senior High School	10067	Clarkston High School	11079
Miami Senior High School	10052	Claxton High School	11101
North Marion High School	10046	Clinch County High School	11190
Okeechobee High School	10007	Coffee High School	11169
Port St. Lucie High School	10032	Columbia High School	11135
Robert Morgan Educational Center	10077	Commerce High School	11129
Rutherford High School	10055	Creekside High School	11044
South Dade Senior High School	10064	Cross Keys High School	11080
South Fork High School	10035	D.M. Therrell High School	11013
Stranahan High School	10059	Dacula High School	11206
Walton High School	10071	Dalton High School	11187
William Turner Technical HS	10054	Dawson County High School	11205
		Decatur High School	11225
Georgia – Regular		DeKalb HS of Technology (North)	11136
A.A. Crim High School	11122	DeKalb HS of Technology (South)	11137
Adairsville High School	11180	Dodge County High School	11143
Albany High School	11068	Dooly County High School	11039
Alfred E. Beach High School	11023	Dougherty Comprehensive HS	11069
Americus High School	11131	Douglas County Comprehensive HS	11040
Americus-Sumter HS – North Campus	11230	Druid Hills High School	11210
Americus-Sumter HS – South Campus	11231	Dublin High School	11223
Apalachee High School	11183	Duluth High School	11203
Atkinson County High School	11148	Dunwoody High School	11081
Avondale High School	11134	Eagle’s Landing High School	11184
Bacon County High School	11147	East Coweta High School	11152
Baldwin County High School	11077	East Paulding High School	11055
Benjamin Banneker High School	11217	Elbert County High School	11043
Benjamin E. Mays High School	11097	Etowah HS (Cherokee County)	11194
Berkmar High School	11083	Flowery Branch High School	11200
Booker T. Washington High School	11003	Forest Park High School	11004
Bowdon High School	11018	Forsyth Central High School	11103
Bradwell Institute	11174	Frederick Douglass High School	11123
Bremen Senior High School	11140	G.W. Carver High School	11121
Brunswick High School	11161	Gordon Central High School	11046
Bryan County High School	11065	Gordon Lee High School	11189
Buford High School	11015	Grayson HS (Gwinnett County)	11198
Calhoun High School	11016	Greene County High School	11047
Callaway High School	11094	Greenville High School	11092
Camden County High School	11165	Griffin High School	11090
Campbell High School	11033	Habersham Central High School	11048
		Harlem High School	11107

Harper/Archer High School	11125	Open Campus HS – Carroll County	11227
Harris County High School	11197	Open Campus HS – DeKalb County	11179
Henry County High School	11186	Osborne High School	11163
Henry W. Grady High School	11124	Paulding County High School	11056
Heritage High School	11188	Peach County High School	11119
Herschel V. Jenkins High School	11025	Peachtree Ridge High School	11213
Hiram High School	11156	Pebblebrook High School	11154
Houston County High School	11176	Perry High School	11012
The Hutchings Career Center	11229	Pierce County High School	11057
Jackson County Comprehensive HS	11112	Putnam County High School	11220
Jefferson County High School	11166	R.S. Alexander High School	11042
Johnson County High School	11118	Randolph Clay High School	11167
Johnson High School	11026	Redan High School	11038
Jonesboro High School	11099	Richmond Hill High School	11066
Kennesaw Mountain High School	11162	Ridgeland High School	11058
LaFayette High School	11052	Ringgold High School	11172
LaGrange High School	11095	Riverdale High School	11100
Lakeside High School	11108	Riverwood High School	11219
Lee County High School	11053	Robert Groves High School	11024
Lithia Springs High School	11041	Robert Wood Johnson	11010
Lithonia High School	11082	Comprehensive High School	
Loganville High School	11054	Rockdale County High School	11059
Luella High School	11228	Rockmart High School	11221
Manchester High School	11093	Rutland High School	11212
Martin Luther King Jr. High School	11211	Salem High School	11201
McIntosh County Academy	11073	Savannah High School	11027
McNair High School	11178	Screven County High School	11076
Meadowcreek High School	11084	Shiloh High School	11153
Metter High School	11159	Social Circle High School	11182
Miller Grove High School	11233	South Atlanta High School	11127
Monroe Area Comprehensive High	11089	South Cobb High School	11007
School (Monroe)		South Forsyth High School	11104
Monroe Comprehensive High School	11070	Southeast Bulloch High School	11144
(Albany)		Southeast Whitfield High School	11116
Montgomery County High School	11074	Southside High School	11098
Morgan County High School	11113	Southwest DeKalb High School	11138
Morrow High School	11031	Spalding High School	11208
Mount Zion High School (Mount Zion)	11020	Statesboro High School	11145
Mount Zion High School-Clayton	11032	Stephens County High School	11157
County Public Schools (Jonesboro)		Stephenson High School	11109
Mundy's Mill High School	11226	Stockbridge High School	11224
Murray County High School	11171	Stone Mountain High School	11216
Newnan High School	11149	Sumter County High School	11133
North Atlanta High School	11126	Tatnall County High School	11120
North Clayton High School	11005	Temple High School	11021
North Forsyth High School	11102	Terrell Middle High School	11142
North Hall High School	11050	Towers High School	11215
North Springs High School	11008	Towns County High School	11061
Northgate High School	11150	Troup County Comprehensive	11096
Northside High School	11177	High School	
Northview High School (Fulton County)	11193	Tucker High School	11214
Northwest Whitfield High School	11117	Union County High School	11170
Oakwood High School	11034	Union Grove High School	11185
Oconee County High School	11088	Upson-Lee High School	11164

Valdosta High School	11232
Villa Rica High School	11022
Ware County High School	11062
Warner Robbins High School	11175
West Hall High School	11051
Westlake High School	11009
Westover Comprehensive High School	11071
Westside High School	11173
Wheeler County High School	11192
Wheeler High School	11151
Winder-Barrow High School	11014
Windsor Forest High School	11028
Woodland High School	11181

Georgia – Tech Prep

Central High School (Bibb County)	11503
Gainesville High School	11512
Northeast Health Science Magnet HS	11501
Southeast High School (Bibb County)	11502
Southwest Magnet High School and Law Academy	11504

Hawaii

Henry P. Baldwin High School	12014
James Campbell High School	12022
Kahuku High & Intermediate School	12008
Kailua High School	12009
King Kekaulike High School	12021
Lahainaluna High School	12015
Lanai High and Elementary School	12016
Molokai High & Intermediate School	12017
W.R. Farrington High School	12001
Waianae High School	12020
Waimea High School	12023
Waipahu High School	12024

Idaho

Canyon-Owyhee School Service Agency	13013
Filer High School	13007
Glenns Ferry High School	13014
Gooding High School	13015
Highland Senior High School	13003
Jerome High School	13006
Lakeland High School	13005
Lakeside High School	13009
Minico High School	13008
Nampa Senior High School	13002
Richfield High School	13010
Sandpoint High School	13011
Skyview High School	13001
Timberlake High School	13012
Twin Falls High School	13004
Wendell High School	13016

Illinois

Carlinville High School	14010
Charleston High School	14012
George W. Collins High School	14006
Gordon Tech High School	14015
Joliet Central High School	14007
Joliet West High School	14008
Kankakee High School	14016
Morton East High School	14013
Morton West High School	14014
Richards Career Academy	14004
Streamwood High School	14005
Thornridge High School	14002
Thornton Township High School	14001
Thornwood High School	14003
Warren Township High School	14009
Waverly High School	14011

Indiana

Borden High School	15014
Bremen Senior High School	15013
Broad Ripple High School	15033
Center Grove High School	15051
Central Nine Career Center	15052
Century Career Center/Logansport HS	15045
Chesterton High School	15011
Day Adult High School	15038
Evansville Central High School	15031
Evansville North High School	15029
F.J. Reitz High School	15002
Forest Park Jr./Sr. High School	15034
Gary Area Career Center	15032
Gavit Middle/High School	15035
Hagerstown High School	15015
Hebron High School	15028
Heritage Hills High School	15027
Horace Mann High School	15025
IPS Arlington High School	15043
IPS Career & Technology Center	15036
Jefferson High School	15037
McKenzie Career Center	15003
New Prairie High School	15016
North Posey High School	15041
Northrop High School/Fort Wayne Community Schools	15006
Owen Valley High School	15007
Portage High School	15008
Princeton High School	15048
Rensselaer Central High School	15017
Richmond High School	15018
South Newton High School	15020
South Ripley Jr./Sr. High School	15042
South Spencer High School	15050

Southeastern Career Center	15009	Doss High School Magnet Career Academy	18137
Switzerland County High School	15046	DuPont Manual High School	18127
Taylor High School	15039	East Carter High School	18071
Tell City High School	15047	East Jessamine High School	18097
Warsaw Community High School	15024	East Ridge High School (Pike County)	18128
Washington High School	15030	Eastern High School	18129
Wheeler High School	15023	Edmonson County High School	18126
William Henry Harrison High School	15049	Elliott County High School	18061
Iowa		Estill County High School	18017
Carroll High School	16005	Evarts High School	18050
Columbus Community High School	16007	Fairdale High School Magnet Career Academy	18001
Estherville Lincoln Central HS	16003	Fern Creek Traditional High School	18051
Hartley-Melvin-Sanborn	16008	Fleming County High School	18052
Indianola Community High School	16004	Franklin County High School	18018
Jefferson-Scranton High School	16010	Fulton High School	18089
Maple Valley/Anthon-Oto High School	16006	George Rogers Clark High School	18015
North High School	16009	Grant County High School	18053
Ottumwa High School	16011	Graves County High School	18104
Perry High School	16013	Greenup County High School	18088
Southeast Webster Community School	16001	Hancock County High School	18116
Storm Lake High School	16012	Harlan High School	18121
Woodward-Granger High School	16002	Harrison County High School	18054
Kansas		Hazard High School	18132
Garden City High School	17004	Henry County High School	18072
Great Bend High School	17011	Highlands High School	18020
Smith Center High School	17012	Hopkins County Central High School	18021
Wichita West High School	17013	Hopkinsville High School	18014
Kentucky		Iroquois High School Magnet Career Academy	18115
Allen Central High School	18076	Jackson City School	18120
Allen County High School	18010	Jackson County High School	18022
Apollo High School	18049	Jeffersontown High School Magnet Career Academy	18118
Atherton High School	18133	Jenkins Middle High School	18119
Barren County High School	18011	Knott County Central High School	18024
Beechwood High School	18085	Knox Central High School	18045
Belfry High School	18093	Lawrence County High School	18084
Bell County High School	18007	Lee County High School	18027
Betsy Layne High School	18078	Leslie County High School	18140
Boone County High School	18106	Lewis County High School	18029
Boyle County High School (Garrard County)	18012	Lincoln County High School	18117
Bracken County High School	18048	Livingston Central High School	18100
Breathitt County High School	18013	Logan County High School	18124
Breckinridge High School	18083	Madison Central High School	18087
Bullitt East High School	18091	Madison Southern High School	18030
Campbell County High School	18131	Madisonville North Hopkins High Sch	18056
Carroll County High School	18081	Magoffin County High School	18067
Caverna High School	18107	Marion County High School	18047
Christian County High School	18095	McCreary Central High School	18125
Conner High School	18108	Menifee County High School	18075
Corbin High School	18109	Mercer County High School	18031
Daviess County High School	18016	Metcalfe County High School	18111

Middlesboro High School	18134	Crowley High School	19017
Monroe County High School	18032	Cuillier Career Center	19069
Montgomery County High School	18064	Delhi High School	19097
Morgan County High School	18105	Delta High School	19068
Murray High School	18114	Destrehan High School	19067
North Laurel High School	18025	East Iberville School	19066
Owen County High School	18098	East St. John High School	19028
Owsley County High School	18086	Edna Carr Secondary School	19101
Paris High School	18066	Eleanor McMain High School	19091
Pendleton High School	18036	Ellender Memorial High School	19008
Pleasure Ridge Park High School	18136	Frederick A. Douglas High School	19031
Powell County High School	18113	G.W. Carver High School	19074
Providence High School	18141	Hahnville High School	19032
Prestonsburg High School	18077	Haughton High School	19033
Pulaski County High School	18058	Haynesville High School	19063
Rockcastle High School	18038	Istrouma High School	19014
Russellville High School	18003	Jackson High School	19095
Ryle High School	18122	Jeanerette Senior High School	19096
Scott County High School	18040	John Ehret High School	19005
Shawnee High School Magnet Career Academy	18138	John F. Kennedy High School	19062
Shelby Valley High School	18099	John McDonogh Senior High School	19088
Sheldon Clark High School	18065	L.B. Landry High School	19082
South Floyd High School	18079	L.E. Rabouin High School	19006
South Laurel High School	18026	L.W. Higgins High School	19036
Spencer County High School	18090	Leesville High School	19010
Trigg County High School	18002	Madison High School	19104
Waggener Traditional High School & Magnet Career Academy	18139	Mangham High School	19100
Warren East High School	18103	Mansfield High School	19037
West Carter County High School	18068	Marion Abramson High School	19058
West Jessamine High School	18096	McDonogh 35 Senior High School	19089
Western Hills High School	18060	Negreet High School	19059
Western MST Magnet High School	18023	North DeSoto High School	19009
Wolfe County High School	18112	North Iberville High School	19055
Woodford County High School	18044	Northside High School	19054
		Northwest High School	19053
		Northwood High School	19052
		O.P. Walker Senior High School	19038
		Plain Dealing High School	19051
		Plaquemine High School	19040
		Rayne High School	19050
		Red River High School	19093
		Ringgold High School	19080
		St. Amant High School	19041
		St. Helena Central High School	19042
		St. James High School	19018
		Stanley High School – DeSoto Parish	19049
		Stanley High School/Pelican All Saints High School	19098
		Terrebonne High School	19105
		Warren Easton Fundamental Sr. High School (New Orleans)	19087
		West St. John High School	19046
		West St. Mary High School	19102
		White Castle High School	19045
Louisiana			
Alcee Fortier High School	19064		
Alexandria Senior High School	19060		
Alfred Lawless High School	19061		
Assumption High School	19007		
Benjamin Franklin High School	19094		
Bogalusa High School	19022		
Bonnabel High School	19004		
Booker T. Washington High School (New Orleans)	19084		
Caddo Career & Technology Center	19077		
Calcasieu Career Center	19103		
Center for Science and Math – New Orleans	19044		
Choudrant High School	19072		
Clinton High School	19070		
Covington High School	19025		

Woodlawn High School Magnet and Career Academies 19002

Maryland

Aberdeen High School 21049
Arundel High School 21051
Caroline County Public Schools 21008
Carver Vocational-Technical High Sch. 21019
Chopticon High School 21038
Crisfield High School 21033
Croom Vocational Technical High Sch. 21026
Dundalk High School 21025
Edmondson-Westside High School 21005
Elkton High School 21039
Forest Park Senior High School 21017
Forestville High School 21036
Glen Burnie High School 21048
Great Mills High School 21044
Henry E. Lackey High School 21050
Kent County High School 21012
Kent Island High School 21023
Joppatowne High School 21058
Lake Clifton Eastern High School 21020
Leonardtwn High School 21043
Meade Senior High School 21047
Mergenthaler Vocational-Technical High School 21006
Milford Mill Academy 21057
North County High School 21056
North East High School 21040
Northern Garret High School 21042
Northwestern High School 21046
Old Mill High School 21053
Patterson High School 21024
Queen Anne's County High School 21007
Southern Garrett High School 21041
Talbot County High Schools 21013
Washington High School 21034
Wheaton High School 21045

Massachusetts

Attleboro High School 22025
Blackstone Valley Regional Voca. Technical High School 22001
Bristol-Plymouth Regional Technical School 22026
Cape Cod Regional Technical HS 22031
Charles H. McCann Technical School 22036
Chicopee Comprehensive High School 22020
Greater Lawrence Technical School 22017
Greater New Bedford RVTHS 22003
Joseph P. Keefe Technical High Sch. 22029
Minuteman Science & Technology HS 22004
Montachusett Regional Vocational 22034

Technical School
Nashoba Valley Technical High Sch. 22035
Norfolk County Agricultural HS 22021
North High School 22011
North Shore Regional Voc Tech Sch. 22028
Northeast Metropolitan Regional Vocational High School 22030
Pathfinder Regional Vocational Technical High School 22037
Pittsfield High School 22022
Quincy High School/Center for Technical Education 22006
Roger L. Putnam Vocational Technical High School 22008
Salem High School 22007
Silver Lake Regional High School 22023
Smith Vocational & Agricultural HS 22014
Somerset High School 22018
South High Community School 22033
South Shore Vocational Technical Sch. 22027
Southeastern Regional Vocational HS 22038
Taconic High School 22005
Tri County Regional Vocational Technical High School 22009
Upper Cape Regional Vocational HS 22015
Westfield Vocational Technical HS 22032
Westport Academy High School 22010
William J. Dean Vocational HS 22013
Worcester Vocational High School 22016

Michigan

Bendle High School 23005
Everett High School 23002
J.W. Sexton High School 23003
Kettering High School 23001
Pontiac Central High School 23007
Pontiac Northern High School 23006
Willow Run High School 23004

Minnesota

Humboldt Senior High School 24001

Mississippi

Bailey Magnet High School for Health-Related Professions 25017
Brandon High School 25012
Callaway High School 25021
Canton High School 25025
Career Development Center 25024
Crystal Springs High School 25016
Lanier High School 25018
Meridian High School 25008
Northwest Rankin High School 25022
Picayune Memorial High School 25023

Career & Technology Center	
Provine High School	25019
West Point High School – CSRD	25001
Wingfield High School	25020

Missouri

Arcadia Valley High School	26007
Carthage Technical Center	26010
Caruthersville School District #18	26020
Central R-III High School	26008
Fredericktown High School	26022
Holden High School	26015
Iron County C-4 School District	26019
Lake Career & Technical Center	26002
Lee’s Summit High School	26021
Lee’s Summit North High School	26013
Lee’s Summit West High School	26023
Linn High School (Osage R-II)	26003
Mehlville High School	26014
Moniteau County R-6 (Tipton)	26018
North Technical High School	26005
Oakville High School	26004
Pike-Lincoln Technical Center	26016
Ritenour High School	26001
South Technical High School	26011
St. Louis Career Academy	26006
Webb City High School	26017
Willow Springs R-IV Schools	26009

New Jersey

Abraham Clark High School	31018
Bergenfield High School	31020
Burlington Township High School	31013
Camden High School	31010
Cape May County Technical HS	31009
Cicely Tyson School of Performing & Fine Arts	31005
Creative Arts High School	31001
Dwight Morrow High School	31019
East Orange Campus High School	31011
East Orange Campus 9 th Grade School	31017
Keansburg High School	31006
Long Branch High School	31002
Lower Cape May Regional HS	31014
Mount Olive High School	31016
Performing Arts Academy	31015
Wildwood High School	31012
Woodrow Wilson High School	31008

New Mexico

Bernalillo High School	32003
Capitol High School	32001
Cibola High School	32002
Farmington High School	32004

Laguna Acoma High School	32006
Loving High School	32008
Lovington High School	32009
Pecos High School	32010
Piedra Vista High School	32005
Robertson High School	32007
Ruidoso High School	32011

New York

Abrookin Center/AHS Albany City SD	33019
Alfred E. Smith CTE High School	33022
Broome-Tioga BOCES Career & Technical High School	33006
Career Magnet at Kensington HS	33001
Chelsea High School	33024
Columbia-Greene Educational Center – Questar III BOCES	33004
Edison Technical & Occupational Education Center	33007
Finger Lakes Technical & Career Ctr	33008
Grace Dodge CTE High School	33021
Harry Van Arsdale High School	33005
High School of Graphic Communication Arts	33023
Mohonasen High School	33009
New Utrecht High School	33020
Niagara Falls High School	33016
Orange-Ulster BOCES CTEC	33002
Oswego County BOCES	33018
Pine Bush High School	33010
Queens Vocational and Technical HS	33026
Questar III – BOCES	33011
Ralph R. McKee High School	33012
Rensselaer Educational Center – Questar III BOCES	33003
Southern Westchester BOCES	33013
Ulster County BOCES Career & Technology Center	33014
Wayne Technical & Career Center	33015
Western Suffolk BOCES	33017
William E. Grady Technical High Sch	33027
William H. Maxwell Career and Technical High School	33025

North Carolina – Regular

Andrews High School (Cherokee County)	34077
Avery County High School	34024
Bunkerhill High School	34092
Cape Fear High School	34026
Chase High School	34037
Douglas Byrd High School	34038
Dudley High School	34062
E.E. Smith High School	34082

East Montgomery High School	34039	Southwest Guilford High School	34054
East Rowan High School	34073	St. Pauls High School	34055
Eastern Guilford High School	34022	Statesville High School	34056
Enka High School	34070	Swain County High School	34002
Fairmont High School	34063	T.W. Andrews High School	34036
Garinger High School	34040	Terry Sanford High School	34089
Grimsley High School	34083	Wallace Rose Hill High School	34012
High Point Central High School	34041	Warren County High School	34079
Hiwassee Dam High School –	34076	Washington High School	34107
Cherokee County		West Brunswick High School	34058
Hoke County High School	34004	West Iredell High School	34014
Hopewell High School	34094	West Montgomery High School	34059
Jack Britt High School	34100	West Rowan High School	34103
Jones Senior High School	34084	Western Guilford High School	34060
Lakeside High School	34074	Westover High School	34061
Lexington Senior High School	34042	Whiteville High School	34099
Louisburg High School	34071	Williamston High School	34068
Lumberton Sr. High School	34019		
Monroe High School	34067	North Carolina – Tech Prep	
Morehead High School	34093	Ben L. Smith High School	34527
Murphy High School – Cherokee	34072	East Lincoln High School	34532
County		Kings Mountain High School	34507
Myers Park High School	34085	Lincoln County School of Technology	34501
North Iredell High School	34046	Lincolnton High School	34536
North Rowan High School	34095	Page High School	34540
Northeast Guilford High School	34045	West Lincoln High School	34545
Northeastern High School	34044		
Northern Vance High School	34096	Ohio	
Northwest Guilford High School	34086	Akron Buchtel High School	36083
Northwest Halifax High School	34104	Akron Central-Hower High School	36084
Northwest Littleton High School	34101	Akron East High School	36031
Pasquotank County High School	34097	Akron Ellet High School	36090
Pine Forest High School	34091	Akron Firestone High School	36117
Plymouth High School	34075	Akron Garfield High School	36030
Purnell Swett High School	34047	Akron Kenmore High School	36091
Ragsdale High School	34088	Akron North High School	36092
Randleman High School	34105	Apollo Career Center	36080
Red Springs High School	34048	Ashland County-West Holmes JVSD	36058
Reidsville High School	34065	Auburn Career Center	36109
Richmond Senior High School	34080	Bethel-Tate High School	36035
Roanoke High School	34031	Bloom Carroll High School	36118
Salisbury High School	34102	Bowsher High School	36061
Seventy-First High School	34064	Briggs High School	36081
Shelby High School	34033	Brookside High School	36032
Smoky Mountain High School	34015	Buckeye Career Center	36099
South Iredell High School	34035	Caldwell High School	36119
South Robeson High School	34050	Canal Winchester High School	36093
South Rowan High School	34066	Cardington-Lincoln High School	36120
South View High School	34011	Carlisle High School	36021
Southeast Guilford High School	34051	Clermont Northeastern High School	36005
Southeast Halifax High School	34106	Colerain High School	36034
Southern Alamance High School	34087	Collins Career Center	36100
Southern Guilford High School	34053	Columbiana County Career &	36036
Southern Vance High School	34098	Technical Center	

Columbiana Exempted Village HS	36113	Newark High School	36070
Continental High School	36103	Northwest High School	36001
Cuyahoga Valley Career Center	36094	Norwalk High School	36017
D. Russell Lee Career/Technical Center	36067	Norwood High School	36131
Dawson-Bryant High School	36037	Ohio Hi-Point Career Center	36130
Deer Park High School	36020	Paint Valley High School	36023
Delaware Area Career Center	36062	Patrick Henry High School	36069
Diamond Oaks Career Development Campus	36048	Penta Career Center	36115
East High School	36039	Pioneer Career & Technology Center	36033
EHOVE Career Center	36015	Portsmouth High School	36072
Firelands High School	36038	Reading Jr/Sr High School	36124
Fostoria High School	36066	Roy C. Start High School	36089
Four County Career Center	36065	Scarlet Oaks Career Development Campus	36051
Franklin High School	36010	Scott High School	36097
Garfield Heights High School	36095	South Central High School	36016
Girard High School	36077	South Point High School	36074
Granville High School	36114	Springboro High School	36125
Greene County Career Center	36056	Springfield Clark Joint Vocational Sch	36057
Grove City High School	36012	Sylvania Northview High School	36053
Groveport Madison High School	36055	Sylvania Southview High School	36073
Hamilton Township High School	36011	Talawanda High School	36002
Hayes Technical High School	36013	Timken Senior High School	36059
Hicksville High School	36121	Tri-County North High School	36107
Independence High School	36110	Tri-Rivers Career Center	36026
Jefferson County Joint Vocational Sch.	36082	Trumbull Career & Technical Center	36068
Lakewood High School/West Shore Voca Ed. Plan District	36075	Van Wert High School	36104
Laurel Oaks Career Development Campus	36049	Vantage Career Center	36105
Libbey High School	36096	Vermillion High School	36046
Licking County Joint Vocational Sch.	36101	Walnut Ridge High School	36129
Little Miami High School	36006	Warren County Career Center	36025
Live Oaks Career Development Campus	36050	Warren Local High School	36078
Lorain Admiral King High School	36044	Washington County Career Center	36018
Lorain Southview High School	36043	Wayne County Schools Career Center	36116
Madison Comprehensive High School	36022	Wayne Trace High School	36106
Mahoning County Career & Technical Center	36064	Waynesville High School	36079
Mansfield City Schools	36122	West High School	36042
Marion-Franklin High School	36040	Western Reserve High School	36127
Miami Valley Career Technology Ctr	36014	Whitmer High School	36054
Middletown High School	36004	Willard High School	36060
Mideast Career & Technology Center (Buffalo Campus)	36111	Williamsburg High School	36003
Mid-East Career and Technology Center (Zanesville Campus)	36112	Wilmington High School	36128
Mifflin High School	36041	Winton Woods High School	36019
Monroeville High School	36045	Xenia High School	36088
Morgan High School	36102	Youngstown Chaney High School	36076
Mt. Healthy High Schools	36009	Youngstown Choffin Career & Technical Center	36086
National Trail High School	36123	Youngstown Rayen High School	36087
		Youngstown Wilson High School	36085
		Oklahoma	
		Altus High School	37011
		Anadarko High School	37029
		Atoka High School	37033

Boise City High School	37032	Berks Career & Technology Center	39043
Broken Bow High School	37037	Bethlehem AVTS Consortium	39008
Cache High School	37028	Brandywine Heights High School	39075
Capitol Hill High School	37102	Brownsville Area High School	39107
Catoosa High School	37086	Bucks County Technical High School	39093
Charles Page High School	37088	Bucktail Area High School	39111
Choctaw High School	37012	Burgettstown Senior High School	39116
Claremore High School	37035	Carbon County AVTS	39018
Clayton High School	37013	Carlisle Area School District	39009
Daniel Webster High School	37034	Catasauqua High School	39089
Del City High School	37089	Central Mountain High School	39104
Douglass High School	37103	Columbia-Montour AVTS	39030
Drumtight High School	37014	Corry Area High School	39011
Durant High School	37015	Dieruff High School	39058
East Central High School	37101	Dobbins Technical High School	39114
Eisenhower High School	37020	East Stroudsburg High School	39113
Francis Tuttle Technology Center	37064	Edward W. Bok Technical High Sch	39017
Gar/Mac Consortium	37023	Elk Lake Senior High School	39105
Grove High School	37017	Emmaus High School	39059
Hugo High School	37090	Exeter Township Senior High School	39085
Hydro-Eakly High School	37027	Fleetwood Area High School	39082
John Marshall High School	37104	Folcroft Technical High School	39097
Lawton High School	37019	Franklin County Career &	39002
MacArthur High School	37018	Technology Center	
Medford High School	37021	Hazleton Area Career Center	39003
Millwood High School	37041	Hyndman Senior High School	39110
Moore High School	37091	Lawrence County Area Vocational	39119
Norman High School	37036	Technical School	
Norman North High School	37050	Lehigh Co. AVTS	39035
Northeast High School	37105	Lenape Technical School	39045
Northwest Classen High School	37106	Mercer County Career Center	39013
Pauls Valley High School	37054	Milton Hershey School	39118
Purcell High School	37055	Monroe Career & Technical Institute	39112
Putnam City High School	37025	North Montco Technical Career Center	39036
Putnam City North High School	37092	Northern Bedford County High School	39014
Putnam City West High School	37040	Northern Lehigh High School	39060
Rock Creek High School	37093	Northwestern Lehigh High School	39061
Shawnee High School	37098	Panther Valley High School	39106
Southeast High School	37094	Parkland High School	39062
Southwest Technology Center	37081	Pottstown Senior High School	39094
Stringtown High School	37030	Salisbury Township High School	39090
Strother High School	37096	Southern Lehigh High School	39063
Tecumseh High School	37043	Swenson Arts & Technology High Sch	39023
Tulsa Central High School	37099	Tussey Mountain Junior Senior HS	39024
Waurika Schools	37097	Washington High School	39117
Westmoore High School	37038	Western Area Career & Technology	39108
Will Rogers High School	37026	Center	
		Whitehall High School	39064
Oregon		Williamsport Area High School	39026
Sabin-Schellenburg Center	38001	Wm. Allen High School (Allentown	39065
		School District)	
Pennsylvania		York County School of Technology	39095
A. Philip Randolph Technical High Sch	39115		
Aston Technical High School	39096		

South Carolina		Wren High School	41026
Academy of Arts, Science & Technology	41009	South Dakota	
Airport High School	41019	Chamberlain High School	42006
Allendale Fairfax High School	41028	Chester High School	42003
Anderson School District One	41015	Dakota Valley High School	42015
Bamberg Ehrhardt High School	41058	Deuel High School	42007
Barnwell High School	41006	Emery High School	42004
Beaufort High School	41050	Flandreau High School	42002
Berea High School	41046	Kimball High School	42009
Broome High School	41032	Lake Area Multi-District	42014
Burke High School	41051	Madison High School	42011
Calhoun County High School	41041	Pierre High School	42016
Carolina High School & Academy	41016	Rutland High School	42012
Chesterfield High School	41007	Spearfish High School	42008
Columbia High School	41033	Sturgis Brown High School	42005
Fairfield Central High School	41055	T.F. Riggs High School	42018
Fort Mill High School	41013	Tri-Valley High School	42017
Garrett Academy of Technology	41020	Vermillion High School	42010
Greenville Senior High School	41045	Wall High School	42013
Greer High School	41044		
Hanna-Westside Extension Campus	41014	Tennessee	
James F. Byrnes High School	41038	Adamsville Jr/Sr High School	43083
Jasper County High School	41029	Alvin C. York Agricultural Institute	43089
Jonesville High School	41056	Anderson County Career & Technical Center	43024
Lake City High School	41008	Antioch High School	43084
Lancaster High School	41054	Blackman High School	43093
Laurens District 55 High School	41017	Campbell County High School	43030
Lee Central High School	41039	Centennial High School	43087
Lincoln High School	41048	Cleveland High School	43103
Lockhart High School	41057	Cookeville High School	43047
Lower Richland High School	41037	Crockett County High School	43018
North Myrtle Beach High School	41040	Dresden High School	43019
Oconee County Schools	41034	Fairview High School	43088
Orangeburg-Wilkinson High School	41010	Fayette-Ware Comprehensive High Sch	43078
Palmetto High School	41027	Fred J. Page High School	43049
Pelion High School	41052	Glencliff High School	43014
Pickens High School/BJ Skelton Career Center	41021	Grainger High School	43102
Rock Hill High School	41036	Grundy County High School	43074
Saluda High School	41030	Halls High School	43095
Seneca High School	41022	Haywood High School	43021
Spartanburg High School	41012	Henry County High School	43008
Stall High School	41047	Hillsboro High School	43085
Sumter High School	41031	Houston County High School	43081
Swansea High School	41004	Lebanon High School	43100
Tamassee-Salem High School	41025	Maplewood High School	43020
Wade Hampton High School	41043	McNairy Central High School	43012
Walhalla High School	41023	Oak Ridge High School	43017
Wando High School	41049	Pearl Cohn High School	43066
West-Oak High School	41024	Pickett County High School	43046
White Knoll High School	41035	Ripley High School	43044
W.J. Keenan High School	41053	Roane County Vo-Tech Center	43048
Woodmont High School	41042	Rutledge High School	43079

Stratford High School	43096	L.B. Johnson High School (Austin)	44099
Sullivan Central High School	43077	L.B. Johnson High School (Laredo)	44087
Sullivan East High School	43025	Los Fresnos High School	44007
Sullivan North High School	43076	Lubbock-Cooper High School	44025
Sullivan South High School	43097	Memorial High School	44041
Washburn High School	43080	Memphis High School	44037
Westview High School	43075	Middle College for Technology Careers High School	44057
White County High School	43099	Mount Pleasant High School	44065
William Blount High School	43101	Nacogdoches High School	44078
Wilson Central High School	43094	Nederland High School	44031
Texas		New Summerfield High School	44072
Akins High School	44094	Paris High School	44028
Albany High School	44034	Paul Laurence Dunbar High School	44093
Albert S. Johnston High School	44088	Phyllis Wheatley High School	44058
Alice High School	44033	Reagan High School	44048
Alvin High School	44071	Richland High School	44076
Aubrey High School	44042	Ross Shaw Sterling High School	44080
Barbara Jordan HS for Careers	44047	Sam Houston High School (Houston)	44064
Bel Air High School	44092	Sam Houston High School (San Antonio)	44100
Big Spring High School	44079	Scarborough High School	44102
Birdville High School	44075	Shepherd High School	44053
Bland High School	44026	South Grand Prairie High School	44052
Bovina High School	44061	Southside High School	44097
Booker T. Washington High School	44101	Southwest High School	44096
Brady High School	44050	Stephen F. Austin High School	44046
Burton High School	44043	Stony Point 9 th Grade Center	44098
Calvert Junior/High School	44090	Success High School	44091
Canutillo High School	44084	Temple High School	44040
Charles H. Milby High School	44063	Terry High School	44035
Commerce High School	44014	Texas High School	44023
DeBakey HS for Health Professions	44068	Travis High School	44089
East Central High School	44095	Waxahachie Faith Family Academy	44086
Faith Family Academy of Oak Cliff	44085	Whitney High School	44027
Floresville High School	44038	Worthing High School and the MST Magnet School	44082
Fruitvale High School	44056	Yates High School	44070
Galena Park High School	44066		
Graham High School	44017	Utah	
Grand Prairie High School	44059	Ben Lomond High School	45001
Hallsville High School	44060	Ogden High School	45002
Haltom High School	44077		
Harlingen High School	44029	Vermont	
Harlingen High School (South)	44030	Bellows Falls Union High School	46001
High School for Law Enforcement & Criminal Justice	44081	Center for Technology	46002
Hitchcock High School	44067	North Country Union High School	46003
Huntington High School	44018		
Iowa Park High School	44055	Virginia	
J. Economedes High School	44083	Adult Career Development Center	47079
James Madison Senior High School	44049	Arcadia High School	47005
Jesse H. Jones High School	44045	Armstrong High School	47082
Judson High School	44020	Bayside High School	47028
Kermit High School	44036	Bethel High School	47060
La Marque High School	44073		

Cave Spring High School	47061	Brooke High School	49005
Central High School	47068	Burch High School	49091
Chincoteague Combined School	47042	Cabell Midland High School	49072
Churchland High School	47036	Chapmanville High School	49067
Denbigh High School	47069	Clay Battelle High School	49050
First Colonial High School	47062	Clay County High School	49075
Galex High School	47048	Duval High School	49009
George Washington High School	47067	East Fairmont High School	49126
Gloucester High School	47010	Elkins High School	49817
Goochland High School	47049	Fairmont Senior High School	49127
Graham High School	47058	Fayetteville High School	49076
Grayson County High School	47050	Frankfort High School	49021
Green Run High School	47011	Gauley Bridge High School	49077
Hampton High School	47070	Gilbert High School	49092
Huguenot High School	47056	Gilmer County High School	49015
John Battle High School	47081	Guyan Valley High School	49086
John F. Kennedy High School	47065	Hamlin High School	49087
Kecoughtan High School	47071	Hampshire High School	49029
Lafayette High School	47012	Hannan High School	49010
Lakeland High School	47013	Harman High School	49818
Lebanon High School	47072	Harts High School	49088
Madison County High School	47073	Hedgesville High School	49030
Meadowbrook High School	47074	Hundred High School	49104
Menchville High School	47015	Huntington High School	49073
Nandua High School	47043	Iaeger High School	49090
Nansemond River High School	47040	Independence High School	49053
Northampton High School	47031	James Monroe High School	49022
Nottoway High School	47016	Keyser High School	49066
Ocean Lakes High School	47078	Lewis County High School	49113
Patrick Henry High School	47051	Liberty High School (Glen Daniel)	49054
Petersburg High School	47076	Liberty High School (Clarksburg)	49084
Phoebus High School	47018	Lincoln High School	49036
Powhatan High School	47019	Logan High School	49068
Rockbridge County High School	47001	Magnolia High School	49105
Salem High School	47032	Man High School	49042
Staunton River High School	47023	Marion County Technical Center	49829
Tallwood High School	47090	Martinsburg High School	49031
Virginia Beach Central Academy	47080	Matewan High School	49093
Virginia High School	47046	Meadow Bridge High School	49078
Virginia Randolph Community HS	47053	Midland Trail High School	49079
Warwick High School	47066	Montcalm High School	49046
William Byrd High School	47025	Mount Hope High School	49080
Wilson Memorial High School	47033	Mount View High School	49069
Woodside High School	47077	Musselman High School	49032
		Nicholas County High School	49097
Washington		North Marion High School	49128
Evergreen High School	48005	Oak Glen High School	49119
Fort Vancouver High School	48004	Oak Hill High School	49081
		Paden City High School	49106
West Virginia		Parkersburg High School	49108
Berkeley Springs High School	49049	Parkersburg South High School	49109
Big Creek High School	49089	Petersburg High School	49116
Bluefield High School	49045	Philip Barbour High School	49016
Bridgeport High School	49083	Pikeview High School	49047

Pocahontas High School	49114	Valley High School (Fayette County)	49082
Point Pleasant High School	49043	Valley High School (Wetzel County)	49107
Preston High School	49065	Van Jr/Sr High School	49035
Princeton High School	49048	Wahama High School	49044
Richwood High School	49098	Wayne High School	49014
Ripley High School	49038	Webster County High School	49103
Ritchie County High School	49064	Weir High School	49118
Robert C. Byrd High School	49037	Westside High School	49123
Scott High School	49034	Wheeling Park High School	49001
Shady Spring High School	49099	Williamson High School	49095
Sherman High School	49033	Williamstown High School	49110
South Harrison High School	49085	Wirt High School	49120
Spring Valley High School	49115	Woodrow Wilson High School	49100
Summers County High School	49101	Wyoming East High School	49111
Tolsia High School	49013		
Tucker County High School	49102	Wisconsin	
Tug Valley High School	49094	Turtle Lake High School	50001
Tygarts Valley High School	49819		
Union Educational Complex	49112		

APPENDIX XI: Sample Letter to Students

Memorandum for: Students Selected to take the *High Schools That Work* Assessment

From: Principal's Name

Date:

Subject: The Assessment and Why it is Important

Congratulations! You are one of the seniors at _____ (school name) selected to participate in the 2006 *High Schools That Work* Assessment. This opportunity allows you to be a vital part of our school improvement process and gives you a voice in the education opportunities of students at _____ (school name). We will also send you a brief survey after you graduate to ask for suggestions about how we might improve our high school and programs.

It is important to do your best on this assessment so that our school obtains an accurate measure of our progress and the effectiveness of the improvements we are making. Students who reach a certain level of performance on the assessment and who have also completed the recommended *High Schools that Work* curriculum will receive the Award of Educational Achievement. This award of excellence is for both academic and career/technical students.

There will be an informational meeting on _____ [date] at _____ [time] in _____ [location]. This meeting will allow you an opportunity to ask any questions you may have about the assessment. Your name will be placed on a list so that your teachers know you are supposed to be dismissed in order to attend this meeting.

The accompanying materials provide brief descriptions of the different parts of the assessment along with some sample test questions. After reading these materials, you will know what to expect on the assessment.

The first session of the *High Schools That Work* Assessment will be held on _____ [date] at _____ [time] in _____ [location]. A special announcement and pass will be issued as a reminder to come to this location for the assessment.