

January 8, 2009

Dear District Test Coordinator:

Spring 2009 Enrollments – Missouri End-of-Course Test Events

The time has come to submit enrollment quantities for the Missouri Assessment Program End-of-Course (EOC) assessments. For the spring 2009 test event you will be entering your enrollment quantities electronically, by school, using our online system called ServicePoint. Please note that you will need to enter your district's **Test Window** to complete the enrollment process. For the spring 2009 Operational EOC assessments (Algebra I, Biology, and English II) you will also need to have a **PO Number**.

Availability:

The EOC ServicePoint online enrollment system will be available to enter enrollment counts **January 20- February 20, 2009**, at which time the online enrollment system will close. Additional Material Orders (AMOs) can be requested through May 15, 2009 using the ServicePoint System.

Districts will enter operational and field test enrollment counts separately by using the drop-down box under "Test Admin". Each district has the responsibility and authority to match its' course content with the Course Level Expectations (CLEs) that are being tested in the EOC assessments. The Spring EOC assessments available are listed below. Each assessment is available in either an online or paper/pencil version.

Navigation:

Enter the EOC page on the DESE website. Click the link entitled "MO End-of-Course Online Enrollment Link". Use the **Quick Reference Guide** for additional information to help enter enrollments, update contact information, and export enrollments submitted.

Note:

- Districts will enter a PO number when ordering EOC Operational Tests. The cost is \$1.80 per student per assessment.
- If your district is administering tests during multiple weeks, please enter the first week you will be testing.
- After entering enrollment counts, districts will upload a pre-ID file to DESE via the MOSIS pre-code system. The information provided in the file is used to print Student Barcode Labels.

EOC Spring '09
Operational Tests:

Algebra I
Biology
English II

Test Window:
4/15/09 - 5/22/09

EOC Spring '09
Field Tests:

English I
English II (Standalone)
Algebra II
Geometry
Integrated Math II
Integrated Math III
American History
Government

Test Window:
4/27/09 - 5/15/09

If you need additional assistance or clarification, please contact Riverside Publishing at 1-877-553-3035; Business Hours: Monday-Friday, 8:00 AM–6:00 PM CT.