



**MEMORANDUM**

**TO:** District Test Coordinators  
**FROM:** Data Recognition Corporation (DRC) MAP Service Line  
**DATE:** March 1, 2017  
**SUBJECT:** Transcription Instructions for Mathematics Only

Dear District Test Coordinator,

The 2017 MAP Grade-Level Mathematics Assessments contain certain items that have been omitted from the Large Print, Braille, and Paper/Pencil printed PDF versions. Transcription instructions for the omitted Mathematics items can be accessed at <https://mo.drcdirect.com/> under All Applications > General Information > Documents.

If you are transcribing student responses for Mathematics grades 3 through 8, you must follow the transcription instructions to ensure that the test shows a completed status for the students.

**Questions**

For questions about the test administration or other technical information, please contact:	For questions or information regarding MAP policy and testing procedures, please contact:
<b>MAP Service Line</b> Phone: 1-800-544-9868 Email: <a href="mailto:MAPHelpdesk@datarecognitioncorp.com">MAPHelpdesk@datarecognitioncorp.com</a>	<b>Missouri Department of Elementary and Secondary Education Assessment Section</b> Phone: 573-751-3545 Email: <a href="mailto:assessment@dese.mo.gov">assessment@dese.mo.gov</a> Website: <a href="http://dese.mo.gov/college-career-readiness/assessment">http://dese.mo.gov/college-career-readiness/assessment</a>