

M E M O R A N D U M

DATE: November 2013
TO: District Test Coordinators
FROM: CTB/McGraw-Hill
SUBJECT: Spring 2014 MAP Grade-Level Assessments Testing Material Ordering

The purpose of this memorandum is to provide your user name and password for access to the CTB/McGraw-Hill Online Ordering system for the 2014 MAP Grade-Level Assessments administration. The Online Ordering system allows you to order test materials, receive immediate confirmation of order numbers submitted and make contact and address changes.

A Web browser (such as Microsoft Internet Explorer 6.0 or greater, Netscape 6.0 or greater, or Safari 3.0 or greater) will be used to interact with the CTB Testing Material Ordering Website. If your browser is not a supported version, the Website will direct you to a location where you can get a free updated browser. Please contact your local technology administrator prior to accessing the free browser upgrade.

You will need the user name and password listed below to access the online ordering application for *(site name & #)*.

USER NAME:	PASSWORD:

IMPORTANT DATES

DATE	EVENT
12/2/13 – 12/13/13	TESTING MATERIAL ORDERING WINDOW URL: http://www.ctb.com/login <i>During this two-week window, you have unlimited access to the website to complete or modify your order numbers. After December 13, however, the website will be closed, and access will be denied.</i>
1/17/14	PRE-CODE CERTIFY DUE DATE FOR THE MAP GRADE-LEVEL ASSESSMENTS URL: http://dese.mo.gov/MOSIS/precode.html
2/26/14	TEST COORDINATOR PACKAGES DELIVERED TO DISTRICTS
3/14/14	TEST MATERIALS DELIVERED TO DISTRICTS
3/31/14 – 5/16/14	TESTING WINDOW
5/19/14	DEADLINE TO CONTACT ADS AND SCHEDULE PICKUP OF TESTING MATERIALS

TESTING MATERIAL ORDERING DISTRICT’S USER GUIDE

The User Guide is posted at http://dese.mo.gov/divimprove/assess/grade_level_enrollment.html and is included in this packet. This guide will provide step-by-step instructions for logging into and using CTB’s Testing Material Ordering system. **Please read the User Guide thoroughly before you begin.**

PRICE PER STUDENT/PER CONTENT AREA

The price per student/per content area for the Spring 2014 grade-level assessments is listed in the table below.

Grade Level	Mathematics	Communication Arts	Science	Total for Grade
3	No cost to district	\$1.80	No test at this level	\$1.80
4	\$1.80	No cost to district	No test at this level	\$1.80
5	No cost to district	No cost to district	\$1.80	\$1.80
6	No cost to district	No cost to district	No test at this level	\$0
7	No cost to district	\$1.80	No test at this level	\$1.80
8	\$1.80	No cost to district	\$1.80	\$3.60

TESTING MATERIAL ORDERS

You will enter the **exact** number of test books you will need for each grade/content area assessment. Estimates have been provided in the row labeled "Estimate" above the input box for each grade. These estimates are the quantities that were ordered in Spring 2013. If quantities were not provided in 2013, then no estimated numbers will appear. Please remember that a test book overage of 5% will be added automatically to every school order to accommodate any increase in student counts (you will not be charged for the 5% overage). In addition to the school overage, a 5% overage for the district will also be included to accommodate for student count changes. **When you complete your order, please run the "Enrollment Detail" report so that you have a record of what was ordered.**

LARGE PRINT AND BRAILLE

For Large Print and Braille edition test books, you will indicate the actual number of students to be tested in each building. There is no extra charge for Large Print and Braille edition test books.

PURCHASE ORDER (PO) NUMBER

All testing material orders **must** be submitted with a PO number for your district entered in the PO field. If you have multiple PO's, enter them in the PO field at the school level. **PO's must also be faxed to 1-888-282-0526.** Please ensure that your district number is on the PO. If you submit your testing material order without a PO number, your order will not be processed. **Because the test books are a custom product and are not reusable, your district will be billed for the quantities specified during the testing material ordering process, whether or not the materials are used.** As a reminder, your bill will also include any test books ordered during test administration.

ADD/DELETE SCHOOLS

If you need to add or delete a school, you must contact the Accountability Data Section at DESE at 573-526-4886 for prior authorization. Any edits to district information are for test material shipment purposes only and will not change information in the Core Data Collection System.

QUESTIONS

Only the District Test Coordinator should provide testing material orders via the testing material ordering process. If you do not know your password, have any questions, or need further assistance with this process, please contact the CTB dedicated MAP Service Line at **1-800-544-9868.**

Thank you.

CTB/McGraw-Hill

Enclosure: Testing Material Ordering District's User Guide