

## Appendix C: Important Dates for the 2011 Grades 3–8 Mathematics Tests

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Activity	Grade 3–8 Mathematics
Test Books Arrive at Schools from the Department	5/6–5/9
Administration of Tests	5/11–5/13
Makeup Testing	5/12–5/18
Scoring CDs Arrive at Schools from the Department	5/12–5/13
Scoring of Constructed Responses	5/16–5/26
Final Date to Submit Answer Sheets to Scanning Centers	5/26

The makeup dates are to be used for administering makeup tests to students who were absent during the designated administration dates. The makeup dates can also be used to complete the initial administrations in schools that were closed due to religious observance or unexpected events, such as flu-related closings. Makeup testing may start on the second day of the scheduled administration dates or on any day during the makeup period as long as testing is completed no later than the last day of the makeup period.

Schools must arrange to begin the administration of the Mathematics Tests to students in every grade during the specified “Administration of Tests” dates. Within each grade, schools are to administer the test on the same day to all students except for those students who are absent. Schools may schedule the tests for different grades on different sets of days within the specified administration dates; for example, the school may administer the Grade 3 Mathematics Test on Wednesday, May 11 and Thursday, May 12, while administering the Grade 5 Mathematics Test on Thursday, May 12 and Friday, May 13. Schools are also permitted to conclude the primary administration of a test during the “Makeup Testing” dates as long as at least all Book 1s for each grade have been administered during the “Administration of Tests” dates. Note that all test books must be administered on consecutive days. In addition, school personnel may not engage in scorer training or scoring of student responses for any given grade until the administration of all test sessions has been completed for that grade, excluding makeups. Therefore, schools may begin scoring while makeup testing is in progress.