

Errata

Fall 2009 MEAP-Access Test Administrator Manuals

Alternate MEAP-Access Test Administration or Resumed MEAP-Access Testing

On Page 31 of the MEAP-Access Administration Manual under the "Test Administration: Guidelines" under "Leaving the Room During the Test" what to do in the event a student becomes ill or is removed from class during the test, was inadvertently omitted. Please see the following to address this issue.

If a student becomes ill during testing or if parents/guardians remove students from school during testing, whenever possible the student should continue where they left off with the original test. In such cases where continuing the test is not possible please contact OEAA.

The decision to allow the student to resume testing should be made by the school *and* parents or guardians of the student. Factors to consider in making this determination should be if the student was able to give his or her best effort before they stopped testing or if taking an alternate test is in the best interest of the student.

In cases where a student will take an alternate test, the school will need to contact OEAA to request an alternate test (at no charge to the district) and the student will need a new student answer document (with a preprinted barcode label attached). The original, partially completed, answer document should be returned in the white special handling envelope with the appropriate information completed.

However, if the test material has been contaminated with any bodily fluid, do NOT return the material to the scoring contractor. The security barcode or lithocode number on the document (e.g., test booklet or partially completed answer document) should be recorded and notification returned with materials.

Schools should keep a record of this and destroy the material according to the district or school's bloodborne pathogens exposure control program. The new student answer document will have to be returned for scoring with a completed MEAP-Access School/Grade Header Sheet.