

The Bindery

Preassembly Instructions for Missouri

EMO113 Large Print Materials

Delivery to Boone

Please deliver completed kits to Boone by **Thursday, March 14.**

Security Barcode Labeling

Security barcode labels are applied to certain accommodated materials. The labels are printed on 20-Up White label stock and separated with a coversheet to distinguish material grade/subject. The security barcode labels should be applied to each material as noted below. Visuals of barcode placement are located at the end of this document

- Large Print Test Administration Script – front cover; lower right corner, ladder (vertical) orientation
- Paper-Based Test Booklet – back cover; top right corner, ladder (vertical) orientation
- Large Print Test Booklet – back cover; upper right corner, ladder (vertical) orientation

Security Ranges

When applying barcode labels to the materials, carefully select the correct barcode labels. The name of the material is printed at the top of each barcode label. Security ranges for each material are listed on the following page; there will be more labels than needed. Start with the label ending in "01" for the first material.

Trimming and Binding

The Personal Finance Large Print test booklet must be trimmed to 12 x 15.75" using the trim marks printed on each page. The Personal Finance Large Print test booklet must then be bound with a black coil on the 15.75" side. All other subjects will be **13x19** (no trim) with the black coil on the 19" side.

Kits

All components of a Large Print kit by subject are shrink-wrapped together in the order listed below:

ELA – English 1 & English 2

- ✓ Cover Sheet (with barcodes)
- ✓ English Large Print Test Administration Script
- ✓ ELA Reference Sheet (Eng1 & Eng2 no barcode)
- ✓ Paper-Based Test Booklet
- ✓ Large Print Test Booklet

Math – Algebra 1, Algebra 2, & Geometry

- ✓ Cover Sheet (with barcodes)
- ✓ Alg/Geo Large Print Test Administration Script
- ✓ Mathematics Reference Sheet (Alg1, Alg2, and Geometry no barcode)
- ✓ Paper-Based Test Booklet

- ✓ Large Print Test Booklet

Science – Physical Science & Biology

- ✓ Cover Sheet (with barcodes)
- ✓ Bio/PhySci Large Print Test Administration Script
- ✓ Codon Wheel – (**Biology only**; no barcode)
- ✓ Periodic Table – (**Physical Science only**; no barcode)
- ✓ Paper-Based Test Booklet
- ✓ Large Print Test Booklet

Personal Finance

- ✓ Cover Sheet (with barcodes)
- ✓ Personal Finance Large Print Test Administration Script
- ✓ Paper-Based Test Booklet
- ✓ Large Print Test Booklet

Social Studies – Government & American History

- ✓ Cover Sheet (with barcodes)
- ✓ Govt/AmHist Large Print Test Administration Script
- ✓ Paper-Based Test Booklet
- ✓ Large Print Test Booklet

The cover sheet is placed on top of the kit materials with the security numbers facing forward. The cover sheet security numbers must match the security barcode numbers for each individual material in the kit. Security numbers on the cover sheet must be visible for checking out the kit. The Large Print Administration Directions will follow next. Then the regular print (paper) test book, and finally the Large Print test book.

Please note that there are many more labels and cover sheets than required. Please create kits for the secure ranges shown below.

Proj#	Subject	Material Type	Start Sec#	End Sec#
EMO113	EOC Algebra I	Large Print Test Book	31210001	31210030
EMO113	EOC Algebra II	Large Print Test Book	41210001	41210015
EMO113	EOC Geometry	Large Print Test Book	51210001	51210015
EMO113	EOC English I	Large Print Test Book	32210001	32210015
EMO113	EOC English II	Large Print Test Book	42210001	42210030
EMO113	EOC Biology	Large Print Test Book	53210001	53210030
EMO113	EOC Physical Science	Large Print Test Book	83210001	83210015
EMO113	EOC American History	Large Print Test Book	52210001	52210015
EMO113	EOC Government	Large Print Test Book	62210001	62210030
EMO113	EOC Personal Finance	Large Print Test Book	61210001	61210015

EMO113	EOC Algebra I	Paper-Based Test Book (LP Kits)	31910001	31910030
EMO113	EOC Algebra II	Paper-Based Test Book (LP Kits)	41910001	41910015
EMO113	EOC Geometry	Paper-Based Test Book (LP Kits)	51910001	51910015
EMO113	EOC English I	Paper-Based Test Book (LP Kits)	32910001	32910015
EMO113	EOC English II	Paper-Based Test Book (LP Kits)	42910001	42910030
EMO113	EOC Biology	Paper-Based Test Book (LP Kits)	53910001	53910030
EMO113	EOC Physical Science	Paper-Based Test Book (LP Kits)	83910001	83910015
EMO113	EOC American History	Paper-Based Test Book (LP Kits)	52910001	52910015
EMO113	EOC Government	Paper-Based Test Book (LP Kits)	62910001	62910030
EMO113	EOC Personal Finance	Paper-Based Test Book (LP Kits)	61910001	61910015
EMO113	EOC Algebra I	Test Administration Script (LP Kits)	31240001	31240030
EMO113	EOC Algebra II	Test Administration Script (LP Kits)	41240001	41240015
EMO113	EOC Geometry	Test Administration Script (LP Kits)	51240001	51240015
EMO113	EOC English I	Test Administration Script (LP Kits)	32240001	32240015
EMO113	EOC English II	Test Administration Script (LP Kits)	42240001	42240030
EMO113	EOC Biology	Test Administration Script (LP Kits)	53240001	53240030
EMO113	EOC Physical Science	Test Administration Script (LP Kits)	83240001	83240015
EMO113	EOC American History	Test Administration Script (LP Kits)	52240001	52240015
EMO113	EOC Government	Test Administration Script (LP Kits)	62240001	62240030
EMO113	EOC Personal Finance	Test Administration Script (LP Kits)	61240001	61240015

**Missouri Assessment Program
Grade 3 English Language Arts
Script for Administering Large-Print and Paper-and-Pencil Editions**

This script should be used to administer the large-print and paper-and-pencil editions of the assessments. This script should not be used to administer the online assessments. This document contains secure testing materials and must be destroyed following the guidelines provided in Section 3.4 of the *Test Coordinator's Manual*.

To ensure that all students are tested under the same conditions, the Test Examiner (TE) should adhere strictly to the script for administering the test. These instructions can be found in the boxes in bold on the following pages. The TE should answer questions raised by students when asked but should never help the class or individual students with specific test items. **Except for single words, no test items can be read to any student for any content area unless the student has Read Aloud as a specified tool/accommodation.**

Please remember that the script must be followed exactly and used each time a test is administered. All directions and listening presentations that a TE must read to students are indicated by the word "SAY" and are in boxes so they stand out from the regular text. They should be read aloud exactly as written, using a natural tone and manner. If the TE makes a mistake in reading a direction, the TE should stop and say, "I made a mistake. Listen again." Then the direction should be reread.

The TE should try to maintain a natural classroom atmosphere during the test administration. Before each test begins, he or she should encourage students to do their best.

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Barcode Label

Spine – Saddle Stitched Binding

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Barcode Label

Spine - Coil Binding