

School Steps	Description
1	A home schooled student goes into a Maryland Public School to be tested and the STC assigns the student to a testing group.
2	The STC completes the Home Schooled Student Information Sheet (posted to Avocet).
3	<p><u>For paper testing</u>, the STC enters the student's information into PearsonAccess^{next} and writes the student's name and date of birth on the front cover of the Test Book. If the student has a preprinted student ID label it can be used.</p> <p>If there is no preprinted student ID label the STC must also follow the <i>Directions for Students Without Preprinted Student ID Labels</i>, found on Avocet. Once complete the STC may provide the Test Book to the TA for testing.</p> <p>When manually adding a home schooled student to PearsonAccess^{next}, use "0000000000" (ten zeroes) for Statewide ID Number. The student will be assigned a temporary Statewide ID Number within PearsonAccess^{next}.</p> <p><u>For Online testing</u>, the STC must register the student manually by entering the student information into PearsonAccess^{next}. The student can then be assigned to a test.</p>
4	The TA administers the test to the home schooled student and, for paper testing, returns the completed Test Book to the STC.
5	The STC sends the home schooled student's Test Book back to Pearson with all other scorable Test Books.
6	The STC forwards the Home Schooled Student Information Sheet indicating "tested online" or "tested on paper" to the LAC.