

Procedures to be followed by the School:

| School Steps | Description |
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| 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. |
| 3 | <p><u>For paper testing</u>, the STC enters the student's information into Pearson Access, places the student into a session and writes the student's name and date of birth on the front cover of the Test Book.</p> <p>If there is no preprinted student ID label the STC should bubble in the student information onto the answer document. Once complete the STC may provide the Test Book to the TA for testing.</p> <p>When manually adding a home-schooled student to Pearson Access, check the box stating "Check box if Student will never be assigned a State Student ID" for Statewide ID Number. The student will be assigned a temporary Statewide ID Number within Pearson Access.</p> <p><u>For Online testing</u>, the STC must register the student manually by entering the student information into Pearson Access. The student can then be placed into a test session which will register the student and assign them 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, but under a Header Sheet with the LEA55 code. |
| 6 | The STC forwards the Home-Schooled Student Information Sheet indicating "tested online" or "tested on paper" to the LAC. |