LAC Procedures

1. For each Home-Schooled Student Information Sheet indicating the student tested paper or online, the LAC verifies that the student's information is correctly entered into LaunchPad.

2. The LAC must register the student by entering the student information into LaunchPad using a valid Maryland SASID. DO NOT USE A TEMPORARY SASID. Please contact your USIS coordinator to obtain the student's existing SASID.

3. Once the SASID is found, enter the Local ID. If no local ID exists, use 0000000055.

4. Register the student for testing. The student must be placed into a proctor group in ADAM where the testing is performed.

UPDATING THE ORGANIZATION (LAC ONLY)

At the conclusion of testing, the LAC checks that all STCs in the LEA have submitted a completed Home-Schooled Student Information Sheet for each home-schooled student who took a test.

To update the school to LEA55, students must be enrolled in the testing school and the LEA55. To enroll the student, follow these steps:

1. In LaunchPad, select Users under Roster Data

2. Search for Student by name or SASID

3. Select the Student

4. Edit Roles

5. Add New Role

6. Select Role - Student

7. Add LEA55 organization

8. Save Changes

9. Leave the testing school as the primary school and the LEA 55 would be secondary.

10. Consult *Updating Multiple Reporting Orgs* to update the reporting organization in ADAM.

11. The reporting organization will be LEA 55 and your local education agency (LEA) number (i.e., for Baltimore City – 0030)

School Procedures

1. The STC completes the Home-Schooled Student Information Sheet.

2. For paper testing, the STC writes the student's name and date of birth on the front cover of the Test Book. The STC should bubble the student information onto the answer document. Once complete, the STC may provide the Test Book to the TA for testing.

   a. For Online testing, the STC must place the student in a proctor group and print the student's testing ticket.

3. The TA administers the test to the home-schooled student. For paper testing, the TA returns the completed Test Book to the STC.

4. 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.

5. The STC forwards the Home-Schooled Student Information Sheet indicating "tested online" or "tested on paper" to the LAC.