

Downloading PDFs

In 2010, paper and pencil tests and read-aloud scripts will be downloaded from the CETE website, www.cete.us. The responsibility for downloading will be limited to accounts assigned the Superintendent or Test Coordinator role. (Role assignment is discussed in the Role Assignment document which may be found in the CETE website library.)

Once logged into the CETE site, a designated downloader will begin the download task by clicking Administrative Tools in the menu at the left of the screen and choosing Test/Script Download from the tool list. An example of the District user's download page appears below. Building type users will see a similar page, but the name of their school will appear in the green box and the School Listing will not be present. If a District user clicks on a building name in the School Listing, their page will be altered to look like the Building user's page. This feature might be used by a District user wanting to manage distribution by building.

Test/Script Download

[Item Counts](#) — Download the counts of all items to distribute.

[Student Distribution](#) — Download the individual student test distribution list.

Buildings that require items

School Listing

Now viewing 1-3 of 3.

[Demo Elementary \(0047\)](#)

[Demo High \(0049\)](#)

[Demo Middle \(0048\)](#)

Test items required

<input type="checkbox"/> All	Grade	Subject	Item	Amount
<input type="checkbox"/>	3	Reading	KAMM Script	9
<input type="checkbox"/>	3	Reading	General Script	9
<input type="checkbox"/>	3	Mathematics	KAMM Script	9
<input type="checkbox"/>	HS	HS Science - Physical	General Script	9

Download

The dominant feature on this page is the list of scripts and assessments that have been requested for students in the district (for District type users) or the building (for Building type users). These requests

have been made either through TEST records sent to KIDS or through Special Action Requests – SARs – submitted on the CETE website, processes that are explained in the [Examiner’s Manual](#).

If the download wishes simply to print a single item, that may be done by clicking the item name. The document will appear in a window ready to print. Alternatively, one might wish to select a collection of items by putting a check mark in the box to the left of each item desired. (All items can be checked with a single click in the All box at the top of the table.) Once the items are checked, clicking the Download button causes the download of zipped documents. The user should follow the on-screen instructions to print the materials.

Once printed materials are in hand, the user will need to determine how many copies are needed of each item, where they need to be distributed, and to whom. This information is available in two EXCEL spread sheets that can be brought to the screen by clicking the Item Counts and Student Distribution links shown in the green box in the example above. The Item Count spreadsheet identifies the particular buildings that need tests or scripts, and tells the maximum number that might be needed. For tests this is the exact number needed. For scripts this estimate may be high, since there could be groups of 2 or three students being read to at one time, or the same reader may be reading to several students at different times. The people coordinating testing will be able to determine the actual number of scripts needed. It should be borne in mind that the downloader is responsible for printing all of the materials that are needed and then collecting those materials when testing is complete.

The actual individuals who require scripts or paper tests are identified in the Student Distribution list. This list could be used to provide names on the paper tests before they are distributed to reduce confusion at test time. Test Coordinators should be aware that the student responses from all paper tests need to be entered into the KCA testing system pairs of district or building personnel working together. The process for obtaining and administering paper tests is described in the “Paper and Pencil Accommodation” section of the [Examiner’s Manual](#).