



CRITICAL DATES TO REMEMBER

ALABAMA INDEPENDENT SCHOOL ASSOCIATION SPRING 2012

Test Materials Order Form to be sent to schools no later than.....	November 1, 2011
Test Materials Order Form to be completed and returned to Pearson <u>no later than</u>	December 2, 2011
Test materials will arrive to individual schools <u>no later than</u>	January 6, 2012
All tests are to be administered	March 19 - April 13, 2012
Individual schools will ship answer documents/booklets (<i>FedEx or traceable method</i>) no later than.....	April 19, 2012
Answer documents/booklets to arrive in the AUSTIN , Texas Scoring Center no later than.....	April 26, 2012
*All reports to be received to each school <u>no later than</u>	May 25, 2012

Pearson is to send reports to individual schools no later than 21 working days (not including holidays) after receipt of the booklet/answer documents at the scoring center. The AISA regional reports are due to the central office no later than June 8, 2012. This turn around time does not apply if shipments from schools are alerted for:

- ⇒ Incorrect packaging
- ⇒ Mismatched test levels/forms
- ⇒ Inaccurate/missing information on their SPOSS form
- ⇒ Missing their SPOSS form

Please be sure to check your testing materials received against the packing list enclosed with your shipment as soon as possible. If you have any discrepancies with your material order, please call EA Customer Service at 1-800-328-5999. If you need to order additional materials, please fax in your order to 1-877-705-1802.

Sincerely,

Vicki Gray
Educational Measurement Consultant
Pearson