Guidelines for the *lowa Tests*

Iowa Tests of Basic Skills (ITBS), Grades K-8 Iowa Test of Educational Development (ITED), Grades 9-12

PLAN B GIFTED PROGRAM ELIGIBILITY



2015-2016

MIAMI-DADE COUNTY PUBLIC SCHOOLS ASSESSMENT, RESEARCH, AND DATA ANALYSIS STUDENT ASSESSMENT AND EDUCATIONAL TESTING

Miami-Dade County Public Schools

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THE *IOWA TESTS* 2015- 2016

PROGRAM OVERVIEW

The *Iowa Tests* provide thirteen levels of assessment for students in kindergarten through grade 12, across two components: The *Iowa Test of Basic Skills* (ITBS) and the *Iowa Test of Educational Development* (ITED). The first four levels (5-8) of the ITBS, Complete/Core Battery, Form C will be used to measure achievement of children in kindergarten through second grade; the ITBS, Survey Battery, Form C (levels 9-14) will be used for children in third grade through eighth grade. The three levels (15-17/18) of the *Iowa Test of Educational Development* (ITED), Core Battery, Form C measure basic academic skills in grades 9-12.

This program guide will provide specific information on the use of the *lowa Tests* as it applies to assist in the determination of students' eligibility for the Plan B Gifted program. New for this year, the lowa Assessments will no longer be used by Charter schools to determine extension of services for English Language Learners. Beginning with the 2015-16 school year, to facilitate scoring, the ITBS for grades K-12 in Reading and Mathematics will be scanned and scored via the Gateway to Data (G2D) testing platform, formerly known as Thinkgate. The *lowa Tests* are nationally norm-referenced standardized assessments, used across the country for state and federal accountability systems. As such, it is essential that the test materials and scoring information be stored and used according to standard procedures for maintaining test security.

SCHEDULE OF ACTIVITIES

The *lowa Tests* are not administered as a census administration to all students at one time districtwide. Instead, the tests are administered to eligible students on an asneeded basis. Test levels and qualifying scores vary depending on the administration date, according to the following testing windows for the 2015-16 school year:

Fall: **August 24 – November 24, 2015**

Mid-Year: November 30, 2015 - February 26, 2016

Spring: **February 29, 2016 – May 20, 2016**

Please note that norms are not available for the conversion of student scores during the summer; therefore, all testing with the *lowa Tests* must be completed between August 24, 2015 and May 20, 2016.

The *lowa Tests* are provided for specific use as outlined on pages 1-7 of this document. They may not be used as pre/post tests for any purpose.

STUDENTS TO BE TESTED

The *lowa Tests* may be administered on an as needed basis for the following purposes:

• The Reading and Mathematics subtests may be administered to students in grades K to 12 who have no other test scores available for determining eligibility for placement into the Gifted Programs under the District's Plan B gifted criteria.

REQUIRED MATERIALS

New schools will receive a set of test booklets and Directions for Administration for each grade level housed at the school. Should you need additional testing materials, please contact the Test Distribution Center (TDC) at 305-995-3743. Remember that these materials may remain at the school site to be used on an as-needed basis, but must be stored in a secure, access-restricted location at all times.

Please refer to Appendix A-1 to determine subtests and test levels to be administered, based on grade level, and time of year (fall, midyear, or spring).

Test Booklets

Test booklets for test level 5R through level 8 (Grades K-2) are consumable and students mark their answers directly in the test booklets. Therefore, please contact TDC at 305-995-3743 to order additional test booklets throughout the school year as needed.

Test booklets for test levels 9 through level 17/18 (Grades 3-12) are not consumable and will be reused in subsequent years. So, students should refrain from marking in the *lowa* Test booklets at these levels.

Answer Sheets

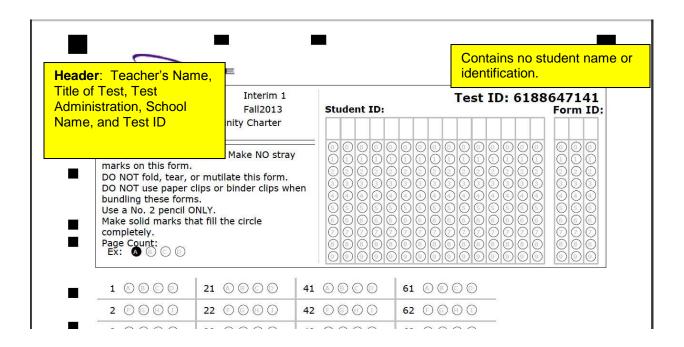
Answer sheets for use with test level 5R - 14 for use with grades K-8 are available in the G2D District Assessment tile under the "Secure" tab. Since students may mark in the *lowa* Test booklets for test levels 5R-8, those responses **must be transcribed** by school staff to the appropriate answer sheet for scanning and scoring. Students in grades 3-12 will record their answers directly on the appropriate answer sheets printed from G2D. To test students in grades 9 - 12, please contact Assessment, Research and Data analysis to obtain the appropriate answer documents.

Test booklets and Directions for Administration are copyrighted materials and may not be duplicated.

Printing Answer Sheets

G2D requires that you print master student answer sheets from a **high-quality laser printer** and then copy them using a **high-quality copier** to avoid errors during the scanning and scoring process. Printing the answer sheets directly from the high quality laser printer is strongly suggested when a high-quality copier is not available.

A blank answer sheet requires the student's M-DCPS seven-digit student identification number to be bubbled on the left side of the sheet and the name to be written at the top



All seven digits must be bubbled on the generic answer form with a #2 pencil. If a student's ID number is 0023456, the zeros must be placed on the gridded area from left to right. A Form ID is not needed

PREPARING FOR TESTING

Preparing for Administration

The *Iowa Tests* may be administered to students on either an individual or a group basis. The test administrator must be familiar with the *Iowa Tests Directions for Administration*, administration procedures, and the *Miami-Dade County Public Schools: Standards, Guidelines, and Procedures for Test Administration and Test Security.* In order to obtain valid test scores, it is important to adhere to the following guidelines:

- 1. Prior to test administration, ensure that students are being administered the **correct test level and subtest** for the time of year and grade level.
- 2. Ensure that there are test materials for each student and also a set for the test administrator to use for reference.
- 3. Students must be provided with a comfortable test setting, free from interruptions and distractions, with adequate seating and lighting.
- 4. When more than one student is being tested, adequate space should be provided between students to ensure that they work independently.
- 5. Test administrators must read the directions exactly as written and adhere to test guidelines and time restrictions.
- 6. Students must be administered the sample items in each section in order to familiarize them with the type of item and response requirements.
- 7. Students must be provided with brief breaks if more than one test section is being administered on the same day.
- 8. Students may not talk with each other or use notes or reference materials during the test. However, scratch paper is allowable for the mathematics subtests.
- 9. Students may **not** use calculators at any time on the mathematics subtest.

10. Answer sheets may be reproduced as needed, but test booklets and Directions for Administration **may not be reproduced.**

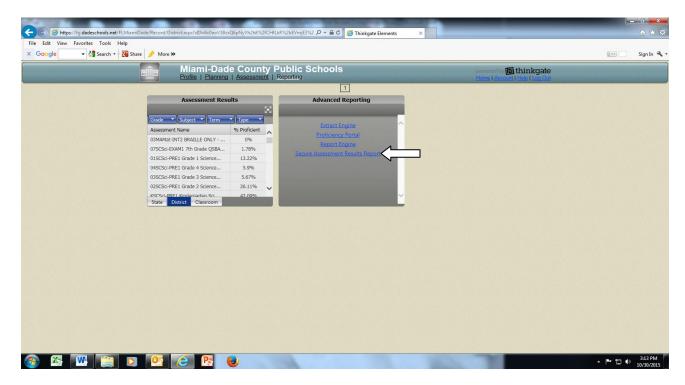
ADMINISTERING THE TEST

To ensure that the students' obtained norm-referenced test scores are valid, it is important that the appropriate procedures are followed when administering the *lowa Tests*. These procedures include:

- Administration of the appropriate test levels and subtests for the grade level, program, and time of year;
- Adherence to directions to provide a standardized administration;
- Accurate scanning of student answer documents via G2D;
- Maintenance of test security and the confidentiality of student records.

Pulling Reports from G2D

Once students have completed, scan all answer sheets via G2D. Only the schools test chairperson will have access to generating reports. Click on the reporting tab. Under the "Advanced Reporting" tile, click on the "Secure Assessment Results Report".



Once the appropriate search criteria are entered, a report will display. A partial view is shown below. Please note that the number of Items Correct will provide the raw score needed for score conversions. Percent correct is NOT the same as a percentile rank. The raw score will need to be applied to the appropriate conversion tables located at the end of Appendix B in order to convert the raw score into a percentile rank.

Student ID	Student Name	Student Grade	% Correct	Items Possible	Items Correct	Items Unaswered
1234567	Eugene,	03	7.00%	27	2	0
1234567	Louis	03	22.00%	27	6	0
1234567	Victorin,	03	11.00%	27	3	0
1234567	Eugene	03	7.00%	27	2	0
1234567	Louis	03	22.00%	27	6	0
1234567	Victorin	03	11.00%	27	3	0

For questions concerning *lowa* testing procedures or assistance with score conversions, please contact Student Assessment and Educational Testing, at 305-995-7520.

REPORTING OF RESULTS

Gifted

Refer to Appendix A for a description of the procedures to be used to determine Gifted program eligibility. Please contact the Division of Advanced Academic Programs, at 305-995-1934 for questions regarding eligibility and procedures for gifted placement.

Appendix A The *lowa Tests* (ITBS/ITED) Table to Determine Test Form and Level In Grades K-12 for Gifted Eligibility

TABLE A-1 The *lowa T*ests (ITBS/ITED) Determination of Test Form and Level Grades K – 12 For Gifted Eligibility

		IC	OWA TESTS OF	BASIC SKILLS (ITBS), COMPLETE/CORE BATTERY, FORM C GRADES K—2		
Fall	GRADE Mid-Y	Spring	TEST LEVEL	SUBTEST	# OF ITEMS	TESTING TIME IN MINUTES
К	К	K	Level 5R	Reading (Words, Pictures, and Word Attack)	23	25*
	, ,		Leversit	Mathematics	29	25*
1			Level 6	Reading (Words, Pictures, Word Attack, Sentences, Picture Story, and Story)	48	43*
				Mathematics	35	25*
2	1	1	Level 7	Reading (Picture Stories, Sentences, and Stories)	34	35*
				Math Problems	28	25*
	2	2	Level 8	Reading (Picture Stories, Sentences, and Stories)	38	35*
				Math Problems	30	25*
	_	_	IOWA TI	ESTS OF BASIC SKILLS (ITBS), SURVEY BATTERY, FORM C GRADES 3—8		_
	GRADE		TEST LEVEL	SUBTEST	# OF ITEMS	TESTING TIME IN MINUTES
	3		Level 9	Reading (Parts 1 and 2)	27	30
	3		Level 3	Math (Parts 1 and 2)	23	25
	4		Level 10	Reading (Parts 1 and 2)	30	30
	•		2010110	Math (Parts 1 and 2)	25	25
	5		Level 11	Reading (Parts 1 and 2)	32	30
				Math (Parts 1 and 2)	28	25
	6		Level 12	Reading (Parts 1 and 2)	34	30
				Math (Parts 1 and 2)	30	25
	7		Level 13	Reading (Parts 1 and 2)	36	30
				Math (Parts 1 and 2)	33	25
	8		Level 14	Reading (Parts 1 and 2)	37	30
				Math (Parts 1 and 2)	35	25
		IC	OWA TESTS OF	EDUCATIONAL DEVELOPMENT (ITED), CORE BATTERY, FORM C GRADES 9—12		
	GRADE		TEST LEVEL	SUBTEST	# OF ITEMS	TESTING TIME IN MINUTES
	9		Level 15	Reading Comprehension	44	40
				Mathematics: Concepts and Problem Solving	40	40
	10		Level 16	Reading Comprehension	44	40
				Mathematics: Concepts and Problem Solving Reading Comprehension	40 44	40 40
	11		Level 17/18			
				Mathematics: Concepts and Problem Solving Reading Comprehension	40 44	40 40
	12		Level 17/18	Mathematics: Concepts and Problem Solving	40	40
*Time is esti	mated. Test i	is dictated	<u> </u>	matricinatios. Concepts and Flobieth Solving	40	÷∪

*Time is estimated. Test is dictated. Administered for determining eligibility for Plan B Gifted Program.

Appendix B Testing Procedures and Score Conversions for Plan B Gifted Program Eligibility

IOWA TESTS FOR GIFTED ELIGIBILITY UNDER THE DISTRICT PLAN B

The *Iowa Tests* will be used by the district for students lacking FSA or SAT-10 scores to determine student eligibility for the Gifted Program as outlined in the *District Plan to Increase the Participation of Underrepresented Students in the Gifted Program* (Plan B).

STUDENTS TO BE TESTED

Students should **only** test with the *lowa Tests* when other test scores are unavailable for determining eligibility. Therefore, students must **not** be tested with the *lowa Tests* if they have reading and mathematics scores on the SAT-10 or FSA. Please refer to the matrix scoring system for Plan B Gifted.

IMPORTANT TESTING REMINDERS

Adhere to the following reminders when testing for Gifted eligibility:

- All documentation and referrals for the gifted program should be completed prior to testing. The *lowa Tests* should *not be used* as a screening instrument for eligibility.
- Refer to Table A-1 to identify the correct test form, level, and subtests to be administered to a student.
- Students in grades K-10 should not be tested with the *lowa Tests* after March 4, 2016, as other standardized assessments are administered in Spring 2016 (i.e. SAT-10 or FSA). Orders placed after that date will not be filled. Students referred for Plan B Gifted who participated in the SAT-10 or FSA administrations must wait until results become available.
- Whenever possible, it is recommended that additional criteria (e.g., grades earned, courses completed, and teacher judgment) be used in conjunction with the *lowa Tests* to determine appropriate student placement.

REPORTING RESULTS

Table A-1 is to be used to determine the appropriate test level and subtests, to be administered to students for Gifted placement eligibility. This table also includes the number of test items and testing time in minutes for each subtest. After administering

the appropriate tests to the student, scan and score answer documents for each subtest using G2D platform. Then print a student list of raw score results. The number of items **correct (raw score)** on each subtest will be provided for each student tested. The raw score print out should be attached or written on the answer sheet and then placed into the student's CUM. Once this is completed, any used consumable test booklets should be securely shredded after placement decisions have been made.

Score conversions for Gifted Plan B Testing

Six tables, C-1 through C-6 are provided to carry out score conversions in the Fall, Midyear and Spring, for reading and mathematics subtests. These tables provide the raw scores that correspond to given percentile ranks, according to grade level, test level, and time of year. Separate tables are provided for reading subtests and mathematics subtests in each testing window, as follows:

- Fall Administration (August 24, 2015 November 24, 2015)
 - o Table B-1 Reading / Reading Comprehension
 - Table B-2 Mathematics / Mathematics Problems / Math / Mathematics:
 Concepts and Problem Solving
- Mid-year Administration (November 30, 2015 February 26, 2016)
 - o Table B-3 Reading / Reading Comprehension
 - Table B-4 Mathematics / Mathematics Problems / Math / Mathematics:
 Concepts and Problem Solving
- Spring Administration (February 29, 2016 May 20, 2015)
 - o Table B-5 Reading / Reading Comprehension
 - Table B-6 Mathematics / Mathematics Problems / Math / Mathematics:
 Concepts and Problem Solving

Please note that only raw scores corresponding to the 80th percentile rank and above are included. These tables are used exclusively for the determination of possible student eligibility for the Gifted Program under Plan B guidelines. The program eligibility and placement guidelines are outlined in the *District Plan to Increase the Participation of Underrepresented Students in Gifted Programs*.

The following procedures should be used to determine each student's eligibility status.

- After administering the appropriate test to the student, scan and score each answer sheet. Verify the student's raw (number correct) score from the G2D report.
- 2. Using the appropriate table for the subtest and administration time (B-1 through B-6), find the row indicating the test level administered to the student.

- 3. Moving along the row for the test level administered, locate the student's number correct score, and then move up the column to find the percentile rank corresponding to that number correct score. This is the student's obtained percentile rank for that subtest.
- 4. If the student's number correct score is lower than any given in that row, the score corresponds to a percentile rank lower than the 80th percentile so the student would not meet the eligibility criteria (see the *District Plan to Increase the Participation of Underrepresented Students in Gifted Programs* (Plan B) for eligibility information.

The following examples will clarify procedures to follow for gifted program eligibility:

Example A: A seventh grade student, identified as a possible candidate for the Gifted Program, was administered the ITBS Survey Battery Level 13 *Reading* in March and obtained a number correct score of 32. Looking at the table for a spring administration of the reading subtest (Table B-5), you see that a score of 32 corresponds to a percentile rank of 96. Transfer this information to the eligibility determination form in the referral packet.

Example B: A fourth grade student, identified as a possible candidate for the Gifted Program, was administered the ITBS Survey Battery Level 10 *Math* in October and obtained a number correct score of 16. Looking on the appropriate table B-2, you can see that the raw score does not appear on the conversion table. This raw (number correct) score corresponds to a percentile rank of below the 80th percentile, and does not appear on the conversion table, so the student would not meet the eligibility criteria.

GIFTED PROGRAM ELIGIBILITY INFORMATION

For questions regarding eligibility and procedures for gifted placement, please contact the Division of Advanced Academic Programs, at 305-995-1934. For questions concerning *lowa* testing procedures or assistance with score conversions, please contact Student Assessment and Educational Testing, at 305-995-7520.

TABLE B-1

FALL TESTING: August 24 –November 24 lowa Tests for Grades K-12, Form C Reading/Reading Comprehension

Percentile Ranks Corresponding to Selected Raw Scores

FOR GIFTED ELIGIBILITY PLAN B USE ONLY

Grade	Test	80%ile	81%ile	82 %ile	83 %ile	84 %ile	85 %ile	86 %ile	87 %ile	88 %ile	89 %ile	90 %ile	91 %ile	92 %ile	93 %ile	94 %ile	95 %ile	96 %ile	97 %ile	98 %ile	99 %ile
K	Complete Battery, 5R		13							14				15		16		17		18	19-23
1	Complete Battery, 6			38-39		40		41		42		43		44		45		46		47	48
2	Core Battery, 7					31						32				33		34			
3	Survey Battery, 9				21					22				23					24		25-27
4	Survey Battery, 10		22				23					24			25		26			27	28-30
5	Survey Battery, 11	23			24				25			26			27				28		29-32
6	Survey Battery, 12				27				28			29				30			31		32-34
7	Survey Battery, 13			27					28			29			30			31		32	33-36
8	Survey Battery, 14			29					30			31				32		33		34	35-37
9	Core Battery, 15			35		36			37			38			39			40		41	42-44
10	Core Battery, 16			36			37				38		39			40		41		42	43-44
11	Core Battery, 17/18				36			37				38		39			40		41		42-44
12	Core Battery, 17/18			37				38				39			40		41		42		43-44

TABLE B-2

FALL TESTING: August 24 – November 24

Iowa Tests for Grades K-12, Form C

Mathematics/Math Problems/Math/Mathematics: Concepts and Problem Solving

Percentile Ranks Corresponding to Selected Raw Scores

FOR GIFTED ELIGIBILITY PLAN B USE ONLY

Grade	Test	80%ile	81%ile	82 %ile	83 %ile	84 %ile	85 %ile	86 %ile	87 %ile	88 %ile	89 %ile	90 %ile	91 %ile	92 %ile	93 %ile	94 %ile	95 %ile	96 %ile	97 %ile	98 %ile	99 %ile
K	Complete Battery, 5R		23				24						25						26		27-29
1	Complete Battery, 6				30								31					32			33-35
2	Core Battery, 7				25						26					27				28	
3	Survey Battery, 9		14				15				16					17			18		19-23
4	Survey Battery, 10	17				18					19				20				21		22-25
5	Survey Battery, 11	20					21					22			23				24		25-28
6	Survey Battery, 12				21						22		23				24			25	26-30
7	Survey Battery, 13	23			24			25					26			27			28		29-33
8	Survey Battery, 14	22				23				24		25		26			27	28	29	30	31-35
9	Core Battery, 15	25			26		27			28		29	30		31		32	33		34-35	36-40
10	Core Battery, 16	26		27		28			29		30	31		32		33		34	35	36	37-40
11	Core Battery, 17/18		24		25		26		27		28		29	30	31		32	33		34	35-40
12	Core Battery, 17/18			27		28		29		30		31	32			33	34	35		36-37	38-40

TABLE B-3

MID-YEAR TESTING: November 30 - February 26 Iowa Tests for Grades K-12, Form C Reading/Reading Comprehension

Percentile Ranks Corresponding to Selected Raw Scores FOR GIFTED ELIGIBILITY PLAN B USE ONLY

Grade	Test Level	80%ile	81%ile	82 %ile	83 %ile	84 %ile	85 %ile	86 %ile	87 %ile	88 %ile	89 %ile	90 %ile	91 %ile	92 %ile	93 %ile	94 %ile	95 %ile	96 %ile	97 %ile	98 %ile	99 %ile
K	Complete Battery, 5R				16					17				18				19	20	21-22	23
1	Core Battery, 7	24			25		26			27	28			29		30		31		32-33	34
2	Core Battery, 8				32				33				34				35		36	37	38
3	Survey Battery, 9			22						23						24				25	26-27
4	Survey Battery, 10					24					25			26				27		28	29-30
5	Survey Battery, 11			25				26				27					28			29	30-32
6	Survey Battery, 12				28				29				30					31		32	33-34
7	Survey Battery, 13				28				29				30			31			32		33-36
8	Survey Battery, 14					30				31				32			33		34		35-37
9	Core Battery, 15			36			37			38			39			40			41	42	43-44
10	Core Battery, 16	36				37			38				39		40		41		42		43-44
11	Core Battery, 17/18		36				37			38			39			40		41		42	43-44
12	Core Battery, 17/18		37				38				39			40			41		42		43-44

TABLE B-4

MID-YEAR TESTING: November 30 - February 26

Iowa Tests for Grades K-12, Form C

Mathematics/Math Problems/Math/Mathematics: Concepts and Problem Solving

Percentile Ranks Corresponding to Selected Raw Scores

FOR GIFTED ELIGIBILITY PLAN B USE ONLY

Grade	Test Level	80%ile	81%ile	82 %ile	83 %ile	84 %ile	85 %ile	86 %ile	87 %ile	88 %ile	89 %ile	90 %ile	91 %ile	92 %ile	93 %ile	94 %ile	95 %ile	96 %ile	97 %ile	98 %ile	99 %ile
K	Complete Battery, 5R	25										26							27	28	29
1	Core Battery,				21					22				23				24	25	26	27-28
2	Core Battery, 8				24					25				26				27		28	29-30
3	Survey Battery, 9			16						17						18				19	20-23
4	Survey Battery, 10					19					20					21			22	23	24-25
5	Survey Battery, 11		21				22					23					24			25	26-28
6	Survey Battery, 12						22			23				24				25			26-30
7	Survey Battery, 13				25					26			27				28			29	30-33
8	Survey Battery, 14		23			24			25			26			27	28		29	30		31-35
9	Core Battery, 15		26		27			28	29		30		31			32	33		34-35	36	37-40
10	Core Battery, 16	27		28			29		30		31		32		33		34	35		36	37-40
11	Core Battery, 17/18	25			26		27		28		29		30	31		32	33		34	35	36-40
12	Core Battery, 17/18		27		28		29		30		31	32			33	34		35	36	37	38-40

TABLE B-5

SPRING TESTING: February 29 – May 20 Iowa Tests for Grades K-12, Form C

Reading/Reading Comprehension Percentile Ranks Corresponding to Selected Raw Scores FOR GIFTED ELIGIBILITY PLAN B USE ONLY

Grade	Test	80%ile	81%ile	82 %ile	83 %ile	84 %ile	85 %ile	86 %ile	87 %ile	88 %ile	89 %ile	90 %ile	91 %ile	92 %ile	93 %ile	94 %ile	95 %ile	96 %ile	97 %ile	98 %ile	99 %ile
K	Complete Battery, 5R		18						19				20			21			22	23	
1	Core Battery, 7				29					30				31			32		33	34	
2	Core Battery, 8					34					35				36				37		38
3	Survey Battery, 9			23								24						25			26-27
4	Survey Battery, 10					25				26					27				28		29-30
5	Survey Battery, 11		26					27						28				29		30	31-32
6	Survey Battery, 12				29					30						31			32		33-34
7	Survey Battery, 13					29			30					31				32		33	34-36
8	Survey Battery, 14		30					31			32				33			34		35	36-37
9	Core Battery, 15				37			38				39			40			41	42		43-44
10	Core Battery, 16				37			38				39		40			41	42			43-44
11	Core Battery, 17/18	36				37			38				39		40			41		42	43-44
12	Core Battery, 17/18	37				38				39			40			41		42		43	44

TABLE B-6

SPRING TESTING: February 29 – May 20 lowa Tests for Grades K-12, Form C

Mathematics/Math Problems/Math/Mathematics: Concepts and Problem Solving

Percentile Ranks Corresponding to Selected Raw Scores

FOR GIFTED ELIGIBILITY PLAN B USE ONLY

Grade	Test Level	80%ile	81%ile	82 %ile	83 %ile	84 %ile	85 %ile	86 %ile	87 %ile	88 %ile	89 %ile	90 %ile	91 %ile	92 %ile	93 %ile	94 %ile	95 %ile	96 %ile	97 %ile	98 %ile	99 %ile
K	Complete Battery, 5R												27						28		29
1	Core Battery, 7			23					24					25				26			27-28
2	Core Battery, 8	25					26					27					28			29	30
3	Survey Battery, 9	17									18						19			20	21-23
4	Survey Battery, 10					20						21				22			23		24-25
5	Survey Battery, 11	22					23						24					25		26	27-28
6	Survey Battery, 12	22				23					24					25				26	27-30
7	Survey Battery, 13					26				27				28				29		30	31-33
8	Survey Battery, 14		24			25			26			27		28		29		30		31	32-35
9	Core Battery, 15	27			28		29		30		31			32		33	34	35	36	37	38-40
10	Core Battery, 16	28			29		30		31			32		33		34	35		36	37	38-40
11	Core Battery, 17/18		26		27			28		29		30	31		32	33		34	35	36	37-40
12	Core Battery, 17/18		28		29	_	30			31	32			33	34		35	36	37		38-40