Opportunity Scholarship and Disabilities Grant
Testing and Reporting Process

The statute which governs both the Opportunity Scholarship Program and the Disabilities Grant Program requires that test results for all students in grades three and higher be submitted to SEAA no later than July 15.

Test requirements:
- The test must be nationally standardized and measure achievement in the areas of English grammar, reading, spelling, and mathematics. When you order tests, you may find that basic test composites do not include grammar or spelling. Ask your testing vendor; request the test version which includes all required academic areas.
- Tests which may be given include the Stanford Achievement Test, the Iowa Tests of Basic Skills, and TerraNova. You may choose other nationally standardized tests. Consult the website of the North Carolina Division of Nonpublic Education (DNPE) for more information about nationally standardized tests.
- Tests must have been normed within the last ten years.
- The SAT and PSAT are not achievement tests and therefore do not meet the K12 Programs testing requirement.
- Note that students must be tested every year (beginning with grade three) while DNPE requires less frequent testing.
- All Opportunity Scholarship or Disabilities Grant students in grades three and higher must take the test. There are no exceptions given for any reason.

Reporting requirements:
- SEAA requires schools to submit official test results provided by the testing company in an electronic format.
- Test reports are due by July 15.
- The Standard or Scaled Score and the National Percentile Rank are required scores. The following scores should be included if available: National Stanine, Normal Curve Equivalent, Grade Equivalent.
- Submit test results to SEAA electronically as PDF documents. **Original PDF documents provided electronically by testing companies are required.**
- Do not submit hand-graded test results. Schools must submit results scored by the testing company.
- Do not submit scanned copies of paper test reports. Do not use a camera to create an image of test reports. Do not fax documents or send copies of faxed documents.
- The electronic test result reports should be submitted to the file repository (upload) function on the Nonpublic School Portal.
- Alternatively, schools can forward emailed reports from a testing company to OpportunityScholarships@ncseaa.edu.
Reporting requirements for schools with more than 25 recipients:
Beginning with the 2016-17 school year test results due no later than July 15, 2017, schools with more than 25 recipients must contract with the test vendor to provide an aggregate report of the Scholarship or Grant recipients’ test results. Schools must submit both the individual test results of their Scholarship and Grant recipients and an aggregate report.

Nonpublic School questions:

What if a student is absent on test day?
The Nonpublic School must schedule a make-up day to test that student. Schools must submit scores for all required academic areas for all Scholarship or Grant recipients 3rd grade and up.

What if a student enrolled after the time of testing?
The Nonpublic School should schedule an independent test day for that student.

What if a student withdrew prior to the time of testing?
The Nonpublic School should contact the family and arrange to have the student tested at the school. Contact SEAA prior to the end of the school year if you are unable to reach the family after reasonable efforts or if the family refuses to cooperate.

What if parents do not want their student tested?
The Nonpublic School should review the Program’s requirements with the family. Students in grades three and higher must be tested annually. There are no exceptions. Families who do not allow their students to be tested may not renew the Scholarship.

Are schools allowed to test a student at a grade level below the grade level on record?
For Opportunity Scholarship students, no. For Disabilities Grant students, not unless the school has documentation to support the educationally appropriate choice of a different grade level test. Schools should keep the documentation in support of the testing choice pending a review by SEAA.

What if we realize after the school year ends that we did not test a Scholarship or Grant recipient as required?
Contact SEAA for instructions immediately. Your school can mitigate the consequences of not complying with the requirement by reporting the problem before the next school year begins.

What if our school tests all students, not just Opportunity Scholarship or Disabilities Grant students?
Do not report data to SEAA for students who are not Opportunity Scholarship or Disabilities Grant students.

Opportunity Scholarship Program
Email: OpportunityScholarships@ncseaa.edu
Website: http://www.ncseaa.edu/OSG.htm
K-12 Phone: 1-855-330-3955

Children with Disabilities Grant Program
Email: DGrants@ncseaa.edu
Website: http://www.ncseaa.edu/CDSG.htm
K-12 Fax: 919-248-4687

March 2, 2017