Center for Talent Development

NUMATS 2015
Northwestern University’s Midwest Academic Talent Search
Accurate Assessment and Targeted Resources for High-Achieving Students

Coordinator Handbook 2015

www.ctd.northwestern.edu/numats
What is NUMATS?

NUMATS is a research-validated program that utilizes above-grade-level testing to help you understand the educational needs of the top 10% of students in grades 3 through 9. We also help you interpret test results, facilitate effective placement, and support students with instructional resources and programs. NUMATS provides:

- Talent identification using above-grade-level testing through EXPLORE®, ACT®, or SAT®
- Test preparation materials
- Statistics comparing scores with those of other gifted students at each grade level
- Tailored academic planning
- Instructional resources for use in the classroom
- Onsite and online learning opportunities
- Center for Talent Development’s (CTD) Educational Program Guide
- Professional development on teaching gifted students
- Recognition for eligible students
- Teacher recognition

Why above-grade-level testing through NUMATS?

Gifted students often hit the ceiling on grade-level achievement tests. They may earn top scores, but these tests are not able to assess the full extent of ability or furnish a valid measure of academic growth. Also, they do not provide a comparison with the scores achieved by other gifted students at each grade level. Moreover, IQ tests are not tied to subject-specific content, so results are not useful in designing classroom learning experiences that allow gifted students to grow.

A better tool is needed to assess accurately the knowledge, skills, and understanding of gifted students and to gauge how their scores compare with those of other academically talented children at their grade level. These students require a more challenging test, one designed for higher grade levels that includes advanced content.

Nationally Normed Tests

<table>
<thead>
<tr>
<th>STUDENTS CURRENTLY IN GRADE</th>
<th>VERBAL/READING, MATH, OR COMPOSITE (Categories or Subcategories)</th>
<th>MAY TAKE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>≥ 92nd percentile</td>
<td>EXPLORE</td>
</tr>
<tr>
<td>4–5</td>
<td>≥ 90th percentile</td>
<td>EXPLORE</td>
</tr>
<tr>
<td>6</td>
<td>= 90th–94th percentile</td>
<td>ACT and/or SAT</td>
</tr>
<tr>
<td></td>
<td>≥ 95th percentile</td>
<td></td>
</tr>
<tr>
<td>7–9</td>
<td>≥ 90th percentile</td>
<td>ACT and/or SAT</td>
</tr>
</tbody>
</table>

State Achievement Tests

<table>
<thead>
<tr>
<th>Grade when taken</th>
<th>ILLINOIS ISAT Level</th>
<th>INDIANA ISTEP+ Level</th>
<th>MICHIGAN MEAP Score</th>
<th>MINNESOTA MCA Percentile</th>
<th>NORTH DAKOTA NDSA Score</th>
<th>OHIO OAA Level</th>
<th>SOUTH DAKOTA Dakota STEP Level</th>
<th>WISCONSIN WKCE Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Exceeds Pass+</td>
<td>v: ≥ 364 m: ≥ 367</td>
<td>≥ 92nd</td>
<td>Advanced</td>
<td>Advanced</td>
<td>Advancing</td>
<td>v: ≥ 504 m: ≥ 495</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Exceeds Pass+</td>
<td>v: ≥ 470 m: ≥ 467</td>
<td>≥ 90th</td>
<td>Advanced</td>
<td>Advanced</td>
<td>Advancing</td>
<td>v: ≥ 533 m: ≥ 526</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Exceeds Pass+</td>
<td>v: ≥ 575 m: ≥ 569</td>
<td>≥ 90th</td>
<td>Advanced</td>
<td>Advanced</td>
<td>Advancing</td>
<td>v: ≥ 537 m: ≥ 557</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Exceeds Pass+</td>
<td>v: ≥ 666 m: ≥ 671</td>
<td>≥ 90th</td>
<td>Advanced</td>
<td>Advanced</td>
<td>Advancing</td>
<td>v: ≥ 561 m: ≥ 572</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Exceeds Pass+</td>
<td>v: ≥ 779 m: ≥ 761</td>
<td>≥ 90th</td>
<td>Advanced</td>
<td>Advanced</td>
<td>Advancing</td>
<td>v: ≥ 572 m: ≥ 595</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Exceeds Pass+</td>
<td>v: ≥ 887 m: ≥ 859</td>
<td>≥ 90th</td>
<td>Advanced</td>
<td>Advanced</td>
<td>Advancing</td>
<td>v: ≥ 583 m: ≥ 608</td>
<td></td>
</tr>
</tbody>
</table>

v: verbal/reading score; m: math score

For more information about EXPLORE, ACT, SAT, and their differences, and to determine which tests are appropriate for first-time and repeat test-takers, see the Testing Recommendations chart at www.ctd.northwestern.edu/numats/downloads_educators.
Who’s eligible for NUMATS?

Students in grades 3 through 9 who meet one or more of the following criteria:

• Participated previously in NUMATS or another talent search program
• Qualify for their school’s gifted program
• Receive a teacher or parent recommendation because they demonstrate advanced aptitude in verbal or mathematical reasoning, consistently demonstrate a high level of performance on demanding coursework, or often request more challenging academic experiences
• Meet grade-level assessment criteria in either verbal/reading or math on a nationally normed or state achievement test (See charts to the left—test scores from previous years may be used.)

NUMATS Toolbox:
toolbox.ctd.northwestern.edu

Educators enjoy yearlong access to private, secure, online accounts that include:

• Student registration information
• Test preparation materials
• Students’ test scores and NUMATS comparison percentiles
• Students’ tailored academic recommendations
• Excel file with test information for all participating students at the school over the past seven years
• NUMATS Statistical Summary
• Instructional and professional development resources

Families access many of these resources through their own online NUMATS Toolbox accounts.

How can schools participate in NUMATS?

1. Identify students who are eligible for the program.

2. Communicate with parents. Adapt the sample letter provided in this handbook and send it to parents of eligible students along with a copy of the Family Handbook 2015. The letter is available for download at www.ctd.northwestern.edu/numats/downloads_educators. A test center code lookup is available at www.ctd.northwestern.edu/numats/program/test_center.

3. Meet with eligible students. Explain the benefits of participating in NUMATS and the importance of making certain their parents receive the materials sent home. Consider inviting NUMATS staff to come present to your parents. We would be happy to do so.

4. Promote online registration. As conveyed in the sample letter, parents can register students directly online at www.ctd.northwestern.edu/numats/register. Since more in-depth materials for families are available online, paper registration should only be used if Internet access is not available. Paper registration forms can be downloaded at www.ctd.northwestern.edu/numats/downloads_educators or requested by calling 847/491-3782 ext. 3.

5. Monitor registration numbers and follow up. You can easily and frequently monitor student registrations by checking your NUMATS Toolbox at toolbox.ctd.northwestern.edu. This information allows schools to follow up with parents of eligible students who have not yet registered.

6. Access test results and interpretive materials in your online NUMATS Toolbox account. This information can be used at parent-teacher conferences to guide students’ academic planning. Students also receive official score reports from the testing agencies. No scores are ever shared with a college or university unless a student specifically directs the testing agency to do so.

7. Recognize students. Present recognition certificates to your NUMATS participants at an honors assembly.

SPECIAL NOTES
NUMATS registration and payment is a simple process that includes test registration and ensures access to a multitude of resources. Refunds are not provided.

Students may take each test applicable to their grade level. Test dates are available throughout the school year. Scores from all dates are now considered for the NUMATS Award Ceremony but may not be considered by other organizations depending on the date of the organization’s ceremony.
How can NUMATs meet the specific needs of your students and school?

School Payment Plan
Families pay for their child’s NUMATs participation. However, given the tough economic times, your school may want to pay all or part of the registration fees. To offer this option, complete a 2015 School Payment Form available for download at www.ctd.northwestern.edu/numats/downloads_educators and return as directed.

School Test Center
As a convenience to your students you can establish an EXPLORE, ACT, or SAT test center at your school. Requirements and deadlines vary. For information visit www.ctd.northwestern.edu/numats/testcenter.

Financial Aid
Financial aid is available for one test per school year to students who qualify for a federally subsidized program such as free or reduced-price lunch. An eligibility letter stating that the student qualifies, written on school letterhead and signed by a school official, is required to complete registration. It should be submitted to NUMATs via fax, e-mail, or U.S. mail such that it is received by the registration deadline for the chosen test date.

All qualified students will receive a NUMATs fee waiver.

In addition, a test fee waiver is granted on a limited, first-come, first-served basis as follows. Students in grade 7 may receive a Jack Kent Cooke (JKC) Fee Waiver; JKC pays the test fee. Students in all grades may receive a test fee waiver from either NUMATs or a testing agency.

Special Accommodations
Special accommodations may be made for students with a disability that requires special testing tools or an exception to standard testing procedures. Testing agencies determine allowable accommodations. Directions for requesting these accommodations are available in the NUMATs Toolbox and provided to registrants after completion of the registration process.

ACT Writing
Students may add an optional writing section to the test if their registrations are completed by a regular registration deadline. If they wish to add writing, they should call ACT at 319/337-1270 no earlier than two weeks after completing their NUMATs registration, but no later than ACT’s late registration deadline for the test date they have chosen. ACT will charge the student an additional $16.50 for this section, and it will add about 30 minutes to the test time. NUMATs does not provide comparison percentiles for ACT Writing.

SAT Grade 9
Students in grade 9 registering for SAT must do so in a two-step process. After completing the NUMATs portion of their registration, they will receive an e-mail directing them to SAT’s website to register for the test itself. When registering with SAT, these students should choose the “high school not listed” option if they don’t want scores sent to a school. They also should enter “Northwestern Universitys Midwest Acdmc Talent Srch” as an organization to which they want an additional score report sent. This will ensure that we receive each student’s scores and that the student receives customized percentiles and an academic plan in the family’s online NUMATs Toolbox account.

Non-Saturday Testing
Alternate test dates are available to students whose religious observance prohibits Saturday testing. A letter from clergy requesting this option must be sent to NUMATs such that it is received by the registration deadline for the chosen test date. Dates can be found at www.ctd.northwestern.edu/numats/program/dates and on the paper registration form.

Imagine: Big Ideas for Bright Minds
Imagine is an excellent magazine for gifted students in grades 7 through 12 published by The Johns Hopkins University Center for Talented Youth. A five-issue subscription may be ordered in the registration process. Learn more at www.cty.jhu.edu/imagine/numats.

Imagining: Big Ideas for Bright Minds
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Center for Talent Development has been accredited as a nonpublic supplementary school by the North Central Association Commission on Accreditation and School Improvement (NCA CASI) since April 1, 1994. NCA CASI is recognized by the U.S. Department of Education and has more that 100 years of experience in improving educational quality.
Dear Parent/Guardian of ____________________________

I am pleased to inform you that your child has been identified as eligible to participate in Northwestern University’s Midwest Academic Talent Search (NUMATS) sponsored by the Center for Talent Development at Northwestern University.

Your child is eligible based on one or more of the following criteria:

• Qualification for a school gifted program
• Achievement test scores
• Recommendation by a teacher

NUMATS is a research-validated, above-grade-level testing program that offers EXPLORE, ACT, and SAT to eligible students in grades 3 through 9. These tests are internationally recognized measures of academic ability designed for older students. Studies show that there are definite and large ability differences among students who score in the top 10 percent on grade-level tests. When these students take tests meant for older students, the differences are more apparent, instruction can be better adapted to meet their individual needs, and academic growth can be measured with greater accuracy.

Although participation in NUMATS is voluntary, students like your child can benefit from:

• Information about their academic ability that grade-level tests do not provide
• Academic planning and resource options based on test scores
• Information about education programs for gifted students
• Experience and practice taking EXPLORE, ACT, and SAT, which are used to measure college and career readiness

The NUMATS Family Handbook 2015 I sent home with your child provides detailed information about the program, test dates, registration guidelines, and revised student identification requirements. Online registration is preferred and most efficient. Do pay close attention to registration deadlines and note that refunds are not provided.

NUMATS ID Number 8 __ ___ ___ ___ ___ ___ ___ ___ ___

Test Name __________________________________________

Recommended Test Date ______ / ______ / ______ __

Regular Registration Deadline ______ / ______ / ______

Test Center Code(s) ____________________________

Location(s) ______________________________________

I encourage you to consider this opportunity carefully and discuss the benefits of NUMATS testing with your child. If you have any questions concerning the testing process or the value of participating, please contact me at ________________________________.

Sincerely,

NUMATS Coordinator
How does NUMATS fit your school calendar?

NUMATS testing is available throughout the school year. However, for schools that plan to host an honors assembly in the spring, the following timeline of activities and events is recommended.

September–October
- Identify eligible students and send home letter with registration materials.
- If applicable, set up school payment plan.
- Remind qualified students to request fee-waiver letters and special accommodations.

October–December
- Remind students that they have access to the online NUMATS Toolbox at toolbox.ctd.northwestern.edu with its test prep materials and other resources once the registration process is completed.
- Monitor registrations via online NUMATS Toolbox and encourage participation of those who have not yet registered.
- Note registration deadlines for specific test dates on page 6.

January–February
- Remind students of upcoming test dates and encourage them to utilize the test prep materials available to them in the NUMATS Info section of the online NUMATS Toolbox. Students do not need to take a commercial test preparation course.
- On test day students must bring:
  - test center admission ticket sent to them by the testing agency. If they have not received the ticket by one week before the test date, have them call:
    - EXPLORE ........................................... 319/337-1369
    - ACT .................................................. 319/337-1270
    - SAT .................................................. 866/756-7346
  - student identification (ACT and SAT only):
    - ACT (all grades) — ACT Talent Search Student Identification Letter (completed by parent and student)
    - SAT (grades 6–8) — SAT Student Identification Form (completed by parent and student)
    - SAT (grade 9) — Current (valid) official photo ID

Forms and more detailed instructions are available in the online NUMATS Toolbox. Click on the NUMATS Info tab and scroll down to Section 3 — Day of the Test.
- If students miss their test date, have them call the testing agency to reschedule. They do not need to reregister, but test agencies do charge a fee to reschedule.

February–March
- Check the online NUMATS Toolbox for access to student scores and interpretive information.
- About five weeks after testing: Students receive official testing agency score reports.

March
- Eligible students receive information about CTD’s summer and online programs.
- Visit the online NUMATS Toolbox for an updated version of CTD’S Educational Program Guide.

April–May
- NUMATS recognition certificates are mailed to schools.

May–September
- Distribute certificates at school honors assembly.
- State award ceremonies are held.

September
- NUMATS Award Ceremony is held.
NUMATS State Liaisons

State liaisons are members of CTD’s NUMATS Advisory Board. They provide information about NUMATS as well as assistance and support to groups and organizations involved in the education of gifted students.

**Illinois**
- **Barbara Rebecca**
  Retired Gifted Educator
  630/985-5733
  barjen1@aol.com

- **Cindy Sedam**
  Director of Education
  Benedictine University at Springfield
  817/223-2825
  csedam@ben.edu

**Michigan**
- **Kathee McDonald**
  High-Ability Consultant
  517/388-1308
  mcdon288@gmail.com

**Minnesota**
- **Bill Keilty**
  Coordinator, Lighthouse Program
  Spring Lake Park Schools
  763/795-6686
  bkeilt@district16.org

**Ohio**
- **Julie Lenner-McDonald**
  Coordinator, Gifted and Title Services
  Sandusky City Schools
  419/621-2739
  jlenner@sandusky.k12.oh.us

**Wisconsin**
- **Paula DeGroot**
  NUMATS Parent
  920/229-5319
  paula.degroot.wi@gmail.com

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### NUMATS 2014–2015 Testing Information

<table>
<thead>
<tr>
<th>TEST</th>
<th>REGULAR REGISTRATION DEADLINE</th>
<th>LATE REGISTRATION PERIOD</th>
<th>TEST DATES</th>
<th>REGULAR FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NUMATS</td>
</tr>
<tr>
<td>EXPLORE</td>
<td>October 8, 2014</td>
<td>October 9–12, 2014</td>
<td>November 8, 2014</td>
<td>$38</td>
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<tr>
<td></td>
<td>December 17, 2014</td>
<td>December 18–28, 2014</td>
<td>January 24, 2015</td>
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<td></td>
<td>January 14, 2015</td>
<td>January 15–19, 2015</td>
<td>February 21, 2015</td>
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<td>ACT</td>
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<td>August 7–19, 2014</td>
<td>September 13, 2014</td>
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<td>September 17, 2014</td>
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<td>October 25, 2014</td>
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<td>December 13, 2014</td>
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<td>January 8–13, 2015</td>
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</tr>
<tr>
<td></td>
<td>March 11, 2015</td>
<td>March 12–24, 2015</td>
<td>April 18, 2015</td>
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<td>May 6, 2015</td>
<td>May 7–19, 2015</td>
<td>June 13, 2015</td>
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<tr>
<td>SAT</td>
<td>September 9, 2014</td>
<td>Not Applicable</td>
<td>October 11, 2014</td>
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<td>December 6, 2014</td>
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<td>March 14, 2015</td>
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<td>April 1, 2015</td>
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<td>May 2, 2015</td>
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<tr>
<td></td>
<td>May 5, 2015</td>
<td></td>
<td>June 6, 2015</td>
<td>$38</td>
</tr>
</tbody>
</table>

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1. Late fees are assessed during late registration periods: EXPLORE—$14 and ACT—$24.
2. Refunds are not provided for regular fees or late fees.
3. ACT Writing may not be added if registration is completed during a late registration period.
4. Test centers are located in your area.
5. Financial aid and non-Saturday testing are available for eligible students.
www.ctd.northwestern.edu/numats

E-mail numats@ctd.northwestern.edu
Phone 847/491-3782 ext. 3
Fax 847/467-4283
Register Now www.ctd.northwestern.edu/numats/register

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, or veteran status in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

For advice or assistance regarding this policy, contact the Office of Equal Opportunity and Access, 720 University Place, Evanston, Illinois 60208-1145. Phone: 847/491-7458.