

Graduation Numeracy Assessment Administration Guide

Offshore and Yukon Edition – June 2018



Graduation Numeracy Assessment Quick Facts

- The Graduation Numeracy Assessment (GNA) is a graduation requirement for all students graduating after June 30, 2018. If a student has already passed a Math 10 course and taken the associated provincial exam, they do not need to take the GNA.
- Students will take the GNA during their graduation years (Grades 10–12); schools will determine scheduling.
- Students must be registered in advance to take the GNA. If pre-registration has closed, please see Appendix C for late or new registrations.
- Assessment questions are delivered online but require both computer-based and hand-written responses.
- All schools are required to receive, distribute and collect the paper response sheets, and then return them electronically to the Ministry of Education for marking. Students are permitted one response sheet (double sided) per open-ended question. Scrap paper will not be marked and should be destroyed.
- Signature sheets will NOT be required. Rather, invigilators will download the Confirmation Code Report, and sign, scan and upload it along with the response sheets to the exam system, and then securely store these materials on site for 24 months.
- The GNA typically requires two hours to complete; however, students may use additional time if needed.
- The GNA is not tied to a specific math course. Rather, it evaluates a student's numeracy skills developed over the course of their education.
- Results will be reported using a proficiency scale. Students can re-take the GNA up to two times to improve their proficiency. Their best level achieved will be counted as their final result. See the proficiency categories in [Info for parents and students](#).
- Students will access results and a personalized performance report through the [Student Transcripts Service](#). Educators will access this information – and school-level reports – through [School Secure Web](#). Comments from markers on the student-choice, open-ended questions are available under [Reports from Markers](#).

What's Inside This Guide?

- Key Ministry of Education contacts
- Pre-assessment day technical requirements and planning tips
- Assessment day tips
- Resources
- Hand-held device technical requirements
- Instructions for printing and scanning

ACTION

It is strongly recommended that schools set up their technical systems as soon as possible to ensure a smooth launch of the assessment's electronic component.

Please start by having your school's IT staff review the [technical specifications](#).



BRITISH
COLUMBIA

Ministry of
Education



Contents

| | |
|---|----|
| Key contacts and resources | 1 |
| What you need to know | 2 |
| Provincial Assessment schedule..... | 2 |
| Overview | 2 |
| Technical specifications and security | 3 |
| iPads and other hand-held devices | 3 |
| Calculators | 3 |
| Reporting disqualification incidents | 3 |
| 1 week prior to assessment date | 4 |
| Access the Password Letter..... | 4 |
| Ensure the materials are in order | 4 |
| Set your students up for success | 4 |
| Day of assessment | 5 |
| Set up the computers | 5 |
| Start the assessment session | 5 |
| During the assessment session | 6 |
| Conclusion of the assessment session | 6 |
| Resources..... | 8 |
| Appendix A: Hand-held device technical requirements | 9 |
| Appendix B: Instructions for printing personalized response sheets (pre-registered students) | 10 |
| Appendix C: Instructions for adding late or new registrants (formerly “walk-ins”)..... | 12 |
| Appendix D: Instructions for scanning response sheets..... | 15 |





Key contacts and resources

Systems or assessment technical issues

AWIS technical support 24/7

1-866-558-5339 (toll-free) OR

1-250-503-1540 OR

1-250-558-5339

support@awinfosys.com

Registration and general questions

offshore.administrator@gov.bc.ca

Provincial Assessment/Examinations Calendar

<http://www.bced.gov.bc.ca/exams/calendar/>





What you need to know

Provincial Assessment schedule

The Graduation Numeracy Assessment will be offered three times during the school year. The **2017/18 dates** are as follows:

Managed implementation:

- January 22–26, 2018 (5 days)

Full provincial implementation:

- June 22–28, 2018 (5 days)
- August 1–3, 2018 (3 days)

Overview

Schools are responsible for all aspects of assessment administration—from organizing the space to returning paper materials to the Ministry on time. These responsibilities include the following:

- Reviewing the Password Letter.
- Reviewing these three checklists ([School Secure Web](#), under Graduation Assessment/Exam Materials and Forms).
 - *Principal's Graduation Assessment/Examination Worksheet*
 - *Invigilator's Graduation Assessment/Provincial Exams Worksheet*
 - *Conducting Graduation Assessments and Provincial Examinations*
- Checking students' identification to verify identity before the assessment. Review approved ID types in Chapter 1 of [Handbook of Procedures for the Graduation Program](#).
- Storing paper materials securely in a locked room to which only the principal and/or designate has access.
- [Logging in](#) to the [Ministry's assessment web page](#) to print the Confirmation Code for Completed Assessments Report. Invigilators must sign and upload this report with the paper response sheets. **Note:** These reports verify each student's attendance at the session; it is essential they are printed and filed securely with the paper response sheets.
- Scanning and uploading the paper response sheets and the Confirmation Code Report to the Ministry by the deadlines listed on the [Graduation Assessment Schedule](#).
- Securely storing the paper response sheets and signed Confirmation Code Report for a period of 24 months.
- Securely destroying the paper response sheets and Confirmation Code Report after the 24-month period.





Technical specifications and security

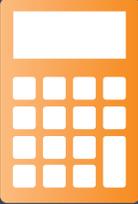
It is recommended that schools review and test student computers well in advance of each administration to ensure smooth delivery and the security of the new Provincial Graduation Assessment:

- Check each student's computer to ensure it aligns with the Ministry-required [technical specifications](#).
- Complete the following security measures:
 - Log in to [e-assessments](#).
 - Ensure each workstation or tablet has the required security control installed.
 - Test each computer that will be used by logging into the Pre-Administration Systems Testing.
 - Review the detailed electronic application information in the *E-administration Systems User Manual*.

iPads and other hand-held devices

The Graduation Numeracy Assessment will work on hand-held tablets (e.g., iPads and Chromebook); however special preparations are required to ensure compatibility, connectivity, and usability. For more information, please see Appendix A.

Calculators



Take note!
Invigilators must check calculators for policy compliance before a student writes the numeracy assessment.

The online Graduation Numeracy Assessment includes an online calculator; however, students may also bring in their own. Please review the [current calculator policy](#) and share it with your students.

Reporting disqualification incidents

At the conclusion of the assessment, invigilators are required to collect all paper material, including any suspected disqualifying material. They are also required to write an account of any disqualification incident and report it to the principal, who must then submit a Disqualification Incident Report to the Ministry.

Either the invigilator or principal must inform the student suspected of breaching the rules of their intention to submit the report. They must also offer the student an opportunity to respond to the allegations. The student may submit a response report and include it with the school report or send it independently to the Ministry. Disqualification Incident Report instructions are available on the [School Secure Web \(SSW\)](#), under Graduation Assessment/Exam Materials and Forms.

If an invigilator suspects or is certain that a student is breaching assessment rules, the student should be allowed to continue writing but be closely monitored for the remainder of the session.





1 week prior to assessment date

Access the Password Letter

Principals or their designate should access the electronic Password Letter on the [School Secure Web](#). The letter will contain the following:

- ➔ passwords needed to enter the assessment site
- ➔ administrative username and password for staff to preview the assessment, check registrations, add late registrants, etc.
- ➔ technical support contact information for A. Willock Information Systems Inc. (AWIS), the Ministry’s technical support provider



Ensure the materials are in order

- ✓ Print the personalized paper response sheets for pre-registered students (see Appendix B for printing instructions).
- ✓ For scanning purposes, the personalized paper response sheets must be printed on white paper (and with a thickness of as close to 90 gsm or 24 pound bond as possible). Thinner paper will jam the scanner. Additionally, ink and pencil marks will bleed through thin paper, making student responses illegible and difficult or impossible to mark. Test your paper for scanning and legibility by writing on both sides with a black or dark blue pen and then scanning and printing.
- ✓ If missing any online information, please contact AWIS for support.
- ✓ Test systems by referring to the [guidelines](#):
 - Test all workstations to be used, plus one or two spares if possible.
 - Test iPad/Chromebooks to be used, plus one or two spares if possible.

➔ Are your student workstations set up?

Schools must ensure that each workstation has a writing surface for the handwritten portion of the Provincial Graduation Assessment.

Also see workstation [technical specifications](#).

Also see iPad/Chromebook technical requirements in Appendix A.



Set your students up for success

- ✓ Refer them to the pre-assessment activities.
 - They can try the [sample assessment](#) to become familiar with the assessment format, instructions and navigation.
 - They can collaborate with peers using the [workbooks and collaborative learning videos](#).
- ✓ Point them to the [scoring guide and student exemplars](#) so they can learn how the in-depth student-choice questions will be evaluated and review real examples of student responses.
- ✓ Ensure they are aware of the [calculator policy](#).





- ✓ Ensure they know the following:
 - They will access the Graduation Numeracy Assessment online and the majority of questions will be answered online.
 - There is a handwritten component; two questions will require they show their work on paper response sheets.
 - They should use black or dark blue pens, or dark pencils for the handwritten component. Both sides of the paper response sheets will be scanned for marking and their answers must be legible to be marked.

Day of assessment

Set up the computers



- Go to the [AWIS](#) website
- Access the Graduation Numeracy Assessment by clicking on Live Secure Log In.
- The invigilator (or designate) must select or enter, where applicable, the following information:
 - ➔ District – select **Offshore (103)** or **Yukon (98)**
 - ➔ The student's Personal Education Number (PEN) – double check against your SIS records that it has been entered correctly
 - ➔ Session password – this password is specific to the assessment that the student will be writing (each assessment has a different session password). A different password is provided for each day of the assessment.

GRADUATION ASSESSMENT SECURE LOGIN

School District:
(Includes Offshore, Yukon and FN)

OR

Independent Schools:

PEN:

Password:

Login

Start the assessment session

- ✓ Check ID and give each student their two personalized student response sheets.
- ✓ Ensure all students have a black or dark blue pen, or dark pencil for their work; the scanners must be able to clearly read their responses.





- ✓ Coloured pencils should NOT be used for graphing questions. Use symbols or words to mark graphs instead.
- ✓ Advise students to confirm they are logged in under the correct PEN and name.
- ✓ Direct students to leave any items not specifically authorized in a designated area. Unauthorized items include notes, cell phones and any other electronic devices.
- ✓ Inform students that they are not allowed to have any unauthorized equipment, paper, or items on their person. **If any such item is detected the school must submit a disqualification report.**
- ✓ Read aloud the rules and online instructions immediately before the assessment begins. It is important that students do not use assessment time to read this information.
- ✓ Remind students that they must not click “Start Assessment” until the assessment has formally begun and the official time limit is in effect.

During the assessment session

- ✓ Invigilators and supervisors must not read or comment on students’ answers or clarify assessment questions for them.
- ✓ Students must be supervised at all times.
- ✓ Invigilators should walk around and view students’ screens continuously.
- ✓ If the assessment is interrupted by an unexpected event (e.g., a fire alarm), ensure the exact amount of time of the interruption (including “settling down” time) is added to the regulation time.
 - If the rooms have to be vacated due to such an event, ensure that the doors are locked.
 - If there is an indefinite interruption, contact AWIS and inform them of the situation.
- ✓ If you have any technical challenges during the assessment, instruct the student to stop using the computer immediately and call AWIS at 1-866-558-5339 OR 1-250-503-1540 OR 1-250-558-5339. AWIS is available 24 hours a day, 7 days a week.

Conclusion of the assessment session

Stop the assessment and collect materials

- ✓ Instruct students to stop working, click “Submit,” and follow the instructions on the screen.
- ✓ Students will receive a confirmation number if submission was successful. Instruct students to identify themselves if they do not receive a confirmation number. In this case, the invigilator should run the Confirmation Codes Report to verify if the student’s confirmation number is on that list. If not, either use the “Add Student” function to add the student or call AWIS for support.



Take note!

Invigilators must collect all student response sheets and any scrap paper used during the assessment. Whether completed or blank, both sides of all the student response sheets must be scanned for marking (see Appendix B). Schools should store student response sheets in a secure location for 24 months. Shred and recycle any scrap paper used by students during the assessment. Scrap paper will not be marked, nor will additional response sheets.





Print confirmation codes

- ✓ The invigilator must review – and sign as accurate – the online Confirmation Codes Report after the session is complete to confirm all students have submitted their work and are on the list with correct PEN and surname information. To do this, go to <http://www.bced.gov.bc.ca/eassessment/eexams.htm> and select the Administrative Functions link.
 1. Select **Offshore (103) or Yukon (98)** from the drop-down list.
 2. Enter the administrator username (your eight-digit school code) and password as indicated in the [electronic Password Letter](#). The following screen will appear, identifying the administrative functions available:



3. Click on Confirmation Codes for Completed Assessments, then print and sign each page confirming accuracy of the data, and have it scanned and uploaded with the paper response sheets. Afterwards, give it to the principal for filing. It is essential that the invigilator attest to the accuracy of each page as there are no longer student signature sheets.
4. If there are students writing at your site who have a different home school, but they were added as a late registrant to your school and your school printed their response sheets, they will **also** appear on your Confirmation Code Report.

Send the Student Response Sheets and Confirmation Code Report to AWIS

- ✓ See Appendix D for scanning instructions

Retain Student Response Sheets and Confirmation Code Report

- ✓ Securely store the paper response sheets and signed Confirmation Code Report for a period of 24 months.
- ✓ Securely destroy the paper response sheets and signed Confirmation Code Report after the 24-month period.





Resources

[Handbook of Procedures for the Graduation Program](#)

The [Handbook](#) sets out graduation requirements, outlining procedures and policies pertaining to the administration of provincial graduation assessments and provincial examinations. This will be a key resource in the delivery of the new Graduation Numeracy Assessment.



[Pre-assessment activities](#)

There are [pre-assessment activities](#) for students to explore ahead of time and help them to prepare. These include the sample assessment and a series of collaborative learning videos. These videos explain how to use the five numeracy processes (ways of thinking and working) to solve questions in the Graduation Numeracy Assessment and are intended to prompt student discussion.

[Graduation Numeracy Assessment scoring rubric and student exemplars](#)

Students can learn how in-depth questions will be evaluated and [review real examples](#) of student responses, based on the [sample assessment](#) and actual responses to piloted sessions which took place over the last few months.

[Graduation Numeracy Assessment design specifications](#)

These describe the final [specifications](#) for the Graduation Numeracy Assessment and how numeracy will be measured.

[Calculator policy](#)

Please review the current [calculator policy](#) and share it with your students.

[Info for parents and students](#)

Find an [overview](#) of the Graduation Numeracy Assessment for parents and students.

[Student Results](#)

Students will access results and a personalized performance report through the [Student Transcripts Service](#). Educators will access this information – and school-level reports – through [School Secure Web](#). Comments from markers on the student-choice, open-ended questions are available under [Reports from Markers](#).





Appendix A: Hand-held device technical requirements

The Graduation Numeracy Assessment functions on hand-held tablets, such as iPads and Chromebooks.

General technical information for iPad

Minimum iOS version: 9.0+

Recommended Browser: Safari



Note: Pop-up blocker must be turned off in Safari. Go to Settings → Safari → Block Pop-ups and turn off. *You will need to refresh the screen back to the log in page after you have turned off the Pop-up blocker.*

Technical measures to ensure each device is locked down and access to other sites is restricted

Using Guided Access on an iPad

Guided Access can be used on iPad devices to restrict a student from being able to access anything other than their assessment while they are completing it. In Guided Access mode, the student cannot access the Internet or take pictures and screenshots. Guided Access mode does not affect how the student is able to interact with the questions or use the assessment tools.

Guided Access is not required to be able to complete the assessment: the assessment will work on an iPad without needing to activate Guided access or download any additional programs. All that is required is access to a Safari browser and an Internet connection.

Read detailed [Guided Access set-up instructions](#).

Using the Kiosk App on a Chromebook

Kiosk mode can be used on Chromebook devices to restrict a student from being able to access anything other than their assessment while they are completing it. In Kiosk mode, the student cannot access the Internet or take pictures and screenshots. Kiosk mode does not affect how the student is able to interact with the questions or use the assessment tools.

Kiosk mode is not a required download to be able to complete the assessment. It will work on a Chromebook without needing to download or activate any additional programs. All that is required is access to a browser and an Internet connection. Read detailed [Kiosk app set-up instructions](#).

For technical setup questions about handheld devices, contact AWIS directly at 1-866-558-5339 (toll-free) support@awinfosys.com





Appendix B: Instructions for printing personalized response sheets (pre-registered students)

Each student will require two personalized paper response sheets for the two student-choice components in the Graduation Numeracy Assessment. The student-choice questions are #13 and #26 in the assessment.

To print these:

1. Go to www.bced.gov.bc.ca/eassessment/eexams.htm and select the Administrative Functions link.
2. Select **Offshore (103)** or **Yukon (98)** from the drop-down list.
3. Enter the administrator username (your eight-digit school code) and password as indicated in the [electronic Password Letter](#). The following screen will appear, identifying the administrative functions available:



4. Click on “Print Student Response Sheets.”





5. Click “Continue” and the following screen will appear. Select 13 to print the personalized paper response sheets for **Question 13** and select your paper size of choice. Click “Continue.”

| Settings | |
|--|---|
| Question: | <input type="button" value="13"/> <input type="button" value="26"/> |
| Paper Size: | <input type="button" value="Letter"/> <input type="button" value="A4"/> |
| <input type="button" value="Continue >"/> | |

A new window will open displaying the personalized paper response sheets for each student registered in advance of the assessment session.

To Print:

- ✓ For scanning purposes, the personalized paper response sheets **must be printed on white paper** (and with a thickness of as close to 90 gsm or 24 pound bond as possible). Thinner paper will jam the scanner. Additionally, ink and pencil marks will bleed through thin paper, making student responses illegible and difficult or impossible to mark. Test your paper for scanning and legibility by writing on both sides with a black or dark blue pen and then scanning and printing.
 - ✓ Use white paper only.
 - ✓ Set the printing margins at .25 inches (or .64 cm).
 - ✓ Turn off the header/footer option in your browser. Click File>>Page Setup. A dialog box will appear. Delete the text (code) in the Header and Footer fields and click “OK.” This only needs to be done once per computer. **Note:** the process for removing the headers/footers may differ between browsers and operating systems (PC/Mac).
 - ✓ Print double-sided (duplex).
6. Repeat step #5 to print the personalized paper response sheets for **Question 26**.





Appendix C: Instructions for adding late or new registrants (formerly “walk-ins”)

It is preferable that all students are registered in advance of taking the Graduation Numeracy Assessment. Each must be provided with two personalized paper response sheets to complete the hand-written component. The personalized paper response sheets must be printed at your school prior to the administration date. Late or new registrants (formerly “walk-ins”) are those students who register after the registration deadline. Late registrants can be accommodated by following the registration and printing process outlined below.

1. Go to <https://www.awinfosys.com/eassessment/eexams.htm>. **Note:** All important information and any other links for online exams and graduation assessments are accessible from this link.
2. Click on the “Administrative Functions” link located at the bottom of the page. The following Administrative Functions Log In screen will be displayed:

Administrative Functions Log In

School District:
(Includes Offshore, Yukon and FN)

OR

Independent Schools:

Username:

Password:

3. Select **Offshore (103)** or **Yukon (98)**
4. Type in your username (your school code).
5. Type in the unique Password that you were provided (see Password Letter on page 4).
6. Click “Log In.” The following screen will appear:





Administrative Functions

- Add student(s)
- List of Students Registered
- Print Student Response Sheets
- Password Information Sheet (PDF)
- Confirmation Codes for Completed Assessments
- Confirmation Report for Uploaded Scans
- Preview the Assessment

- Click “List of Students Registered.” If the student is listed, they are pre-registered and should already have a personalized paper response sheet printed for them. If they are not listed or if their personalized paper response sheet cannot be located, proceed to step 8.
- Click “Add student(s).” The following screen will appear:

Add student(s)

Please Note:

- For Graduation Numeracy students: use the "Print Numeracy Response Sheets" button to add the student(s) and print response sheets at the same time.
- For all other late or new registrants, use the "Save and Exit" button to add the student(s).

School:

| # | Student PEN | Student First Name | Student Last Name |
|---|-------------|--------------------|-------------------|
| 1 | 123456789 | John | Doe |
| 2 | 123456777 | Jane | Doe |
| 3 | | | |
| 4 | | | |

- Select your school from the drop down list.





10. Enter the student PEN, first name and last name (you can add up to 20 at a time).
11. Click “Print Response Sheets.” This adds them to the system and creates the personalized paper response sheets at the same time.

OR

Click on “Save and Exit” in the upper right corner for any other exams. Student(s) will now be able to log in and complete the assessments/exams. A message will appear to indicate the process was successful.

12. Click “Continue” and the following screen will appear. Select 13 to print the personalized paper response sheets for **Question 13** and select your paper size of choice. Click “Continue”.

| Settings | | |
|-------------|--------|----|
| Question: | 13 | 26 |
| Paper Size: | Letter | A4 |
| Continue > | | |

A new window will open displaying the personalized paper response sheets for each student added.

To Print:

- ✓ For scanning purposes, the personalized paper response sheets must be **printed on white paper** (and with a thickness of as close to 90 gsm or 24 pound bond as possible). Thinner paper will jam the scanner. Additionally, ink and pencil marks will bleed through thin paper, making student responses illegible and difficult or impossible to mark. Test your paper for scanning and legibility by writing on both sides with a black or dark blue pen and then scanning and printing.
 - ✓ Use white paper only.
 - ✓ Set the printing margins at .25 inches (or .64 cm).
 - ✓ Turn off the header/footer option in your browser. Click File>>Page Setup. A dialog box will appear. Delete the text (code) in the Header and Footer fields and click “OK.” This only needs to be done once per computer. **Note:** the process for removing the headers/footers may differ between browsers and operating systems (PC/Mac).
 - ✓ Print double-sided (duplex).
13. Repeat step #12 to print the personalized paper response sheets for **Question 26**.





Appendix D: Instructions for scanning response sheets

The paper response sheets will be scanned by the school and uploaded to AWIS. Students must use a black or dark blue pen, or a dark pencil, to ensure their work is legible and can be marked.

Upon completion of the Graduation Numeracy Assessment, please collect all the personalized student response sheets, even if one or both pages are blank. Both sides of all personalized paper response sheets must be scanned.

Important: There are three scenarios for scanning, try Option 1 first.

OPTION 1 – Webdav loading to AWIS Server (try this option first)

Many photocopiers/scanners have an option to scan to a web service. If your school has this function available, select the copy option “webdav” on your photocopier. This may be different for each machine so you may need to use the instructions for your photocopier. Use the following address:

<https://www.awinfosys.com/examtemplate/webdav>

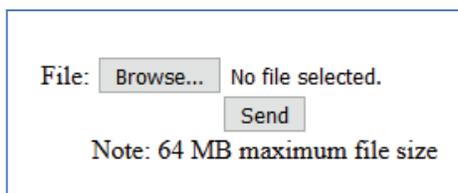
Scan all sheets, both sides, ensuring that the tray guides on the scanner/photocopier are snug to the edges of the paper. This will automatically load the scanned sheets into the above AWIS folder.

If Option 1 does not work, then use Option 2. Only use Option 3 if Options 1 and 2 do not work.

OPTION 2 – Scan and Upload (use only if Option 1 does not work)

Scan all sheets, both sides, ensuring that the tray guides on the scanner/photocopier are snug to the edges of the paper. Save the file as a PDF to your computer with your eight-digit School Code and the date within the file name (e.g. 10396672_20180626.pdf). Upload the file to the AWIS secure site at:

<https://www3.awinfosys.com/incoming>. The following screen will appear:



Click the “Browse” button, locate the file you saved to your computer and select it. Once selected and you return to this screen, you can click “Send” to send the file to AWIS. When it has finished sending it a window will popup that says “**File Successfully Received.**”

If you have a lot of files, you can zip them together into one folder and send them all at once. Please include the date on the zipped folder name and ensure that you do not upload the same filename twice, since this site does not update duplicate files.

OPTION 3 – Scan and Email (use only if Option 2 does not work)

Scan all sheets, both sides, ensuring that the tray guides on the scanner/photocopier are snug to the edges of the paper. Save the file as a PDF to your computer with your eight-digit school code and the date within the file name (e.g. 10396672_20180626.pdf).

Email the file to the AWIS support site at: support@awinfosys.com



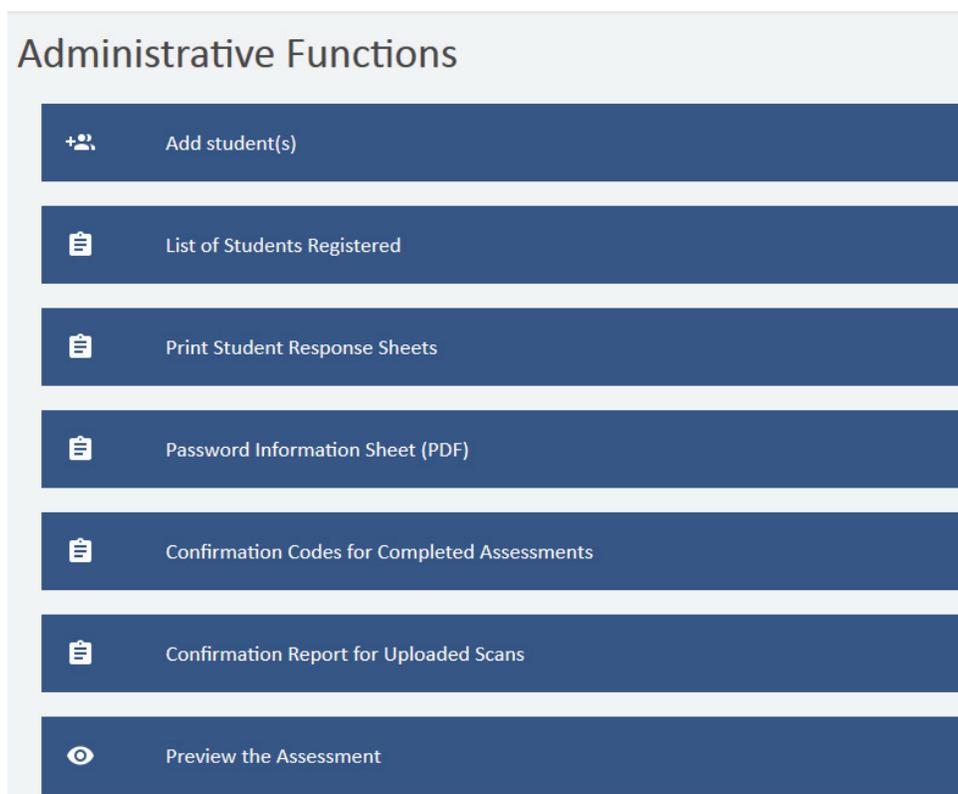


Instructions for reviewing the Confirmation Report for Uploaded Scans

After you have scanned the paper response sheets, you can print a confirmation report of the uploaded scans that shows whether each scanned page was received and scanned successfully.

To print these:

1. Go to www.bced.gov.bc.ca/eassessment/eexams.htm and select the Administrative Functions link.
2. Select **Offshore (103)** or **Yukon (98)** from the drop-down list.
3. Enter the administrator username (your eight-digit school code) and password as indicated in the [electronic Password Letter](#).
4. The following screen will appear, identifying the administrative functions available:



5. Click on “Confirmation Report for Uploaded Scans.” A new window will open listing all the registered students for the assessment with 4 columns (one column for each personalized paper response sheet). A green YES appears in the column if the page has been scanned and received by AWIS. A red NO appears in the column if a page was not received or if it had a problem scanning. You can select PRINT from your browser menu to print it.
6. You can re-upload scans to the <https://www3.awinfosys.com/incoming> site. If you have a lot of files, you can zip them together into one folder and send them all at once. Please include the date on the zipped folder name and ensure that you do not upload the same filename twice, since this site does not update duplicate files.

