ELPA21 SUMMATIVE TESTING 2018
PACKING MATERIALS FOR RETURN

Districts and schools are encouraged to return materials as early as possible following the close of the testing window to expedite the scoring process. All test materials must be returned to Measurement Incorporated (MI) no later than **five business days** after the state testing window has closed. The Test Coordinator is responsible for arranging test materials pickup. Contact the AIR Help Desk if there are any problems packing or arranging for pickup.

NOTE: These instructions apply to the ELPA21 Summative Test paper materials only. To return ELPA21 Screener Test paper materials, please refer to the ELPA21 Screener Test Return Instructions and the ELPA21 Screener Test Directions for Administration (DFA).

MATERIAL RETURN CHECKLIST (2018 SUMMATIVE TESTING MATERIALS ONLY)

Return to Measurement Incorporated (MI)		Do Not Return to MI
Scorable	Non-Scorable	Non-Scorable
❑ Used Regular Print Test Booklets (with pre-ID or on-demand label affixed to front cover)	❑ Directions for Administration (DFA) ❑ Unused Regular Print Test Booklets ❑ Braille and Large Print Materials (used and unused) ❑ Audio CDs	❑ Test Administration Ancillary Documents ❑ Unused, Blank Labels ❑ Damaged or Biohazard Materials

HANDLING DAMAGED AND BIOHAZARD MATERIALS (SUMMATIVE TESTING MATERIALS ONLY)
❑ Identify any damaged or biohazard materials.
- Responses from biohazard test booklets should be transcribed onto a clean test booklet. Contact the AIR Help Desk to report any biohazard test booklets. These reported booklets should not be returned to MI and can be securely destroyed according to state or district policies.
- Damaged booklets must be returned to MI. Place a rubber band around any damaged booklets.
- Follow state policy for reporting biohazard/damaged booklets to the state department of education.

PREPARATION (SUMMATIVE TESTING MATERIALS ONLY)
❑ Separate scorable, non-scorable, secure, and non-secure materials:
- Organize **scorable** Regular Print Test Booklets into separate stacks by grade/grade band.
- Verify all Regular Print, Large Print and Braille multiple choice responses have been transcribed into the Data Entry Interface (DEI). **If student responses are not transcribed into the DEI they cannot be scored.** Please follow instructions in the Directions for Administration document for entering the student responses for the Reading, Writing and Listening tests.
    - o For Large Print, all Writing constructed response items must be transcribed by the Test Administrator into a Regular Print Test Booklet. **If the Writing constructed responses are not transcribed into the student's Regular Print Test Booklet they cannot be scored. Only the Writing constructed responses from the Regular and Large Print Test Booklets will be scanned in by MI for scoring.**
    - o Speaking responses should have been recorded into the DEI during the student's test, via an accommodated method, or scored locally and entered into the DEI, if applicable.
- **A pre-ID label must be affixed to the front cover of** <u>all</u> **Regular Print Test Booklets that contain scorable student responses**. **If you do not have a pre-printed pre-ID label for a student, on-demand pre-ID labels must be printed using TIDE**. Verify that the pre-ID label is applied inside the brackets and is completely covering the barcode illustration on the cover of the Regular Print Test Booklet. Contact the AIR Help Desk if there are any questions about pre-ID or print on-demand labels.
- Place a **DO NOT SCORE** label on individual non-scorable (i.e., blank, pre-ID labeled) test booklets. The **DO NOT SCORE** label should be placed directly on top of the pre-ID label. Shrink-wrapped, unused test booklets, and individual unused test booklets without pre-ID labels do not require **DO NOT SCORE** labels. Sort and package unused test booklets with the other non-scorable materials for return.

PACKING SCORABLE MATERIALS (SUMMATIVE TESTING MATERIALS ONLY)

❑ Pack scorable test booklets in the same boxes in which materials were shipped. If these boxes are not available, use sturdy boxes to return the materials. Copier paper boxes and boxes used for food transportation should **not** be used. Sturdy boxes are capable of holding 65-95 pounds without collapsing when handled or stacked. Use cushioning materials, if needed, to keep materials inside the boxes secure.

- After you have filled the first box, affix a **green scorable label** to the **top** of this box and mark it "1." The **scorable label** has a place to mark the number of each box and the total number of boxes being returned. For example, if you have five boxes, mark them "1 of 5," "2 of 5," and so on.
- Continue packing, affixing a **green scorable label** to the **top** of **each** box containing scorable test booklets.
- Seal the top and bottom of all boxes with at least three strips of plastic shipping tape.

PACKING NON-SCORABLE SECURE MATERIALS (SUMMATIVE TESTING MATERIALS ONLY)

❑ Pack **all unused** Regular Print Test Booklets securely in boxes. Non-scorable secure materials also include both **used** and **unused** Large Print and Braille Test Booklets, Directions for Administration, Audio CDs, and unused pre-printed pre-ID labels.

- Affix a **red non-scorable label** to the **top** of **all** boxes containing non-scorable secure materials. Record the number of each non-scorable box and the total number of non-scorable boxes on the labels.
- Non-scorable materials may be shipped in the same boxes with scorable materials, but the materials should be separated within the box. **Note**: A green scorable label should be used if the box contains **any** scorable materials.

NON-SECURE MATERIALS (SUMMATIVE TESTING MATERIALS ONLY)

❑ The following materials should **not** be returned to MI. Discard these materials according to state or district policies.

- Unused, blank print-on-demand pre-ID labels and any extra return shipping box labels
- Printed Test Administration Ancillary Documents (i.e., Return Instructions, Large Print Instructions)

INSTRUCTIONS FOR RETURNING MATERIALS (SUMMATIVE TESTING MATERIALS ONLY)

❑ Remove or black out any old shipping labels, including the original shipping barcode, and ensure boxes are sealed securely with shipping tape.

- Affix the FedEx ground return label (from return kit) directly on top of the original address label. If additional labels are needed contact the AIR Help Desk. **You must use the return shipping labels provided to you in order to guarantee that your boxes can be accurately tracked when you ship them to MI.**
- Print the district name and address in the space provided on the return label.
- **Retain the receipt tab**, from the top of the return label, for your records. Boxes can be tracked online at www.fedex.com or by calling 1-800-463-3339.

ARRANGING TEST MATERIALS PICKUP

❑ Contact FedEx to arrange a pickup of your materials. There is no prescheduled pickup day. **Materials must be returned no later than five business days after testing is complete.** Have your receipt tab(s) handy when you make your request. To initiate a return, use **one** of the following methods:

- Use www.fedex.com: select "Ship," then select "Schedule and Manage Pickups" from the drop down menu, then click "Schedule Ground Return Pickup."
- Call FedEx Customer Service: 1-800-463-3339; explain that you need a "Package Returns Program" pickup.
- Provide materials to your regular FedEx Ground driver.

Contact the AIR Help Desk if there are any problems packing or arranging for pickup.

SECURITY CHECK-IN PROCESS

Timely return of materials is essential for scoring and reporting of results. Security reports will be generated after the time that materials are due back to MI. These security reports provide a breakdown of secure materials by district, school, and item, and include barcodes for any missing items. MI may contact districts via email and/or phone regarding missing secure materials. MI also works with state departments of education to document and recover missing secure materials.