

PACKING MATERIALS FOR RETURN

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

MATERIAL RETURN CHECKLIST

Return to MI	Do Not Return to MI
Non-Scorable	Non-Scorable
<ul style="list-style-type: none"> <input type="checkbox"/> Used Test Booklets <input type="checkbox"/> Unused Test Booklets <input type="checkbox"/> Braille and Large Print Materials 	<ul style="list-style-type: none"> <input type="checkbox"/> Printed Ancillary Instructions <input type="checkbox"/> Soiled or Biohazard Materials

HANDLING DAMAGED AND BIOHAZARD MATERIALS

- Identify any damaged or biohazard materials.
 - Contact the WV 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.

USING THE DATA ENTRY INTERFACE (DEI)

- Separate secure and non-secure materials:
 - Organize test booklets into separate stacks by grade and then by subject.
 - Verify all braille and large print responses have been transcribed. **If responses are not transcribed into the Data Entry Interface (DEI) they cannot be scored.** Provide the student's name, Test Administrator, school, and district clearly on the front cover of the test booklet.
 - See **INSTRUCTIONS FOR RETURNING MATERIALS** section of this document.

PACKING NON-SCORABLE SECURE MATERIALS

- Pack **all** test booklets, **used and unused**, 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. Include all large print and braille test booklets.
 - 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-SECURE MATERIALS

- The following materials should **not** be returned to MI. Discard these materials according to state or district policies.
 - Unused return shipping box labels
 - Printed test administration ancillary documents

INSTRUCTIONS FOR RETURNING MATERIALS

- 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 WV 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.