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 unless notified by the state or district that a pickup has been pre-scheduled. Contact the AIR Help Desk (see *Customer Service* section of Test Administration Manual) if there are any problems packing or arranging for pickup.

HANDLING DAMAGED AND BIOHAZARD MATERIALS

❑ Identify any damaged or biohazard materials.
- Responses from biohazard answer booklets should be transcribed onto a clean answer booklet. Contact the AIR Help Desk to report biohazard answer booklets. 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.

IF 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.** A pre-ID label should be affixed to the front cover of test booklets that contain student responses. For test booklet covers without printed brackets, place the pre-ID label vertically on the bottom left corner of the booklet. Verify the student's name, Test Administrator, school, and district appear correctly on the front cover of the test booklet.
- See INSTRUCTIONS FOR RETURNING MATERIALS section of this document.

IF RETURNING MATERIALS FOR SCORING

❑ Separate scorable, non-scorable, secure, and non-secure materials:
- Organize scorable answer 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 a regular answer booklet they cannot be scored.** A pre-ID label must be affixed to the front cover of the regular answer booklet. Verify the student's name, Test Administrator, school, and district appear correctly on the front cover of the test booklet. Keep the transcribed answer booklet with the other scorable answer booklets organized by grade/subject.
- Place a **DO NOT SCORE** label on individual non-scorable (i.e., blank, pre-ID labeled) answer booklets. Shrink-wrapped, unused answer booklets, and individual unused answer booklets without pre-ID labels do not require **DO NOT SCORE** labels. Sort test booklets with non-scorable materials.

PACKING SCORABLE MATERIALS

❑ Pack answer 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.
- A grade level/subject area for a school should not be split across boxes (e.g., all of grade 3 mathematics for a school must be in the same box).
- 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 answer booklets.
- Seal the top and bottom of all boxes with at least three strips of plastic shipping tape.

PACKING NON-SCORABLE SECURE MATERIALS

❑ Pack **all** test booklets and **unused** answer booklets securely in boxes. Include large print and braille test booklets, large print answer booklets, printed copies of the *ELA Test Administration Listening Transcript*, foreign language CDs (if applicable), 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

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

- Unused print-on-demand pre-ID labels and return shipping box labels
- Printed Test Administration Manuals (if applicable)
- 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.

IF 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.

IF NOTIFIED OF A PRE-SCHEDULED PICKUP

❑ Ensure materials have been packed as described in the *Packing Materials for Return* section. Materials must be ready for pickup by FedEx by 8:00 AM on the date communicated by your state or district.

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. 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.

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