

Paper/Pencil Testing District Test Coordinator (DTC) Instructions for Returning DCAS Materials

Important Dates for the Spring 2016-2017

Paper/Pencil Administration for DCAS Science and DCAS EOC Algebra II, Integrated Math III

Dates	Event
Mar 29 – Apr 13, 2017	Paper/Pencil and Paper Braille Test Administration window for: DCAS – Spring Window for <ul style="list-style-type: none"> • Science (grade 5, 8 & 10) DCAS EOC – Spring Window 2 for <ul style="list-style-type: none"> • Algebra II/Integrated Math III
Mar 29 – Apr 13, 2017	Data Entry Interface (DEI) available for DCAS Science and DCAS EOC Algebra II/Integrated Math III
Apr 20, 2017	Last day for District Test Coordinators to return DCAS test booklets

District Test Coordinator (DTC) Kits

- The first box of your shipment contains your District Test Coordinator (DTC) Kit.
- Each DTC Kit contains important material for the DCAS Spring 2016-2017 paper/pencil administration.
- Your DTC Kit contains these materials:
 - Paper/Pencil Testing State Assessment Coordinator Instructions for Returning Materials document (this document)
 - UPS Return Shipping Labels: Test Materials
 - Optional Materials Tracking Sheet

Packaging and Returning Test Booklets

- The **District Test Coordinator (DTC)** is responsible for arranging for the test materials to be picked up and returned to American Institutes for Research (AIR). All test booklets, including Braille test booklets, must be returned to AIR. It is very important that districts follow the return procedures so that DCAS test booklets are returned.
 - All materials must be returned by **Apr 20, 2017** but may be returned as soon as all materials have been received from the School Test Coordinators.
 - All student responses must be recorded in the Data Entry Interface (DEI) before the test booklets are returned to AIR. **No materials will be scored at AIR.**

Packaging and Returning Test Booklets - continued

- Gather the test booklets and all other miscellaneous test materials.
- Place the test booklets in the box in which the test materials arrived.
- Affix preprinted UPS labels to the box. Be sure to use only one return label per box.
- Place the unused return labels and the envelope they came in back in the box.
- Seal the box.
- UPS will serve as the shipping carrier for the tests. The DCAS DTC initial test materials delivery contains the appropriate UPS labels. If a daily pickup or a drop box is not available, **call UPS to arrange a pickup at 800-742-5877** at least two or three days in advance.
- AIR recommends that you track your packages to verify that they were received.
- Keep the boxes in locked storage until they are picked up for return to AIR.

For additional information regarding test administration of the DCAS, please refer to the **2016-2017 DCAS Paper and Pencil Test Administration Manual** located in the **Resources Section** of the DeSSA portal at <http://de.portal.airast.org/>

For any additional information or questions regarding packing or shipping, please contact:

American Institutes for Research
Help Desk Contact Information:

Phone: 877-560-8331

Fax: 1-877-231-7813

Email: DCASHelpDesk@air.org

