

Receiving Secure Test Materials

This guide provides information on receiving secure MCA paper accommodated and MTAS test materials.

Overview

The table outlines the paper accommodated test materials for MCA and the test materials that are provided for students assigned the MTAS.

| MCA Secure Accommodated Test Materials | MTAS Secure Test Materials |
|---|--|
| <ul style="list-style-type: none"> • 12-point regular print test books (for Reading and Mathematics MCA only) • Large print (18- or 24-point font) test books • Braille test books and Test Administrator’s Notes for braille • Scripts (for Mathematics and Science MCA only) <ul style="list-style-type: none"> ○ Used in conjunction with large print or braille test books ○ Used in conjunction with regular print test books (Mathematics MCA only) ○ Used in conjunction with the online test (Science MCA only) | <ul style="list-style-type: none"> • MTAS Task Administration Manuals • MTAS Presentation Pages • Response Option Cards |

An initial shipment of these test materials is shipped to the district or schools automatically based on the accommodations indicated or MTAS tests assigned in Pretest Editing in Test WES by Jan. 20, 2017. See *Ordering Additional Test Materials* later in this document for information if additional test materials are needed.

Receiving Secure Test Materials

MCA accommodated and MTAS test materials will arrive at the district or school (depending on the option selected during Pretest Editing) in separate boxes addressed to the Assessment Coordinator.

- If the **ship-to-district** option was selected, the District Assessment Coordinator (DAC) is responsible for receiving test materials from Pearson and then delivering test materials to each School Assessment Coordinator (SAC).
- If the **ship-to-school** option was selected, each SAC is responsible for receiving test materials from Pearson.

The labels on each box reference the location they are shipped to, and the boxes are sequentially numbered. MCA secure test materials have BLUE labels attached to the boxes. MTAS secure test materials have RED labels attached to the boxes.

- The ship-to location (district or school) will receive a Coordinator Kit, pallet detail sheet, packing list, and security checklist in the first box for each test. If ship-to-school is selected, the district will receive a copy of each school’s packing list and a Coordinator Kit.
- The Coordinator Kit contains the Pearson and UPS return labels, *Test Monitor and Students Directions for Paper Accommodations* (MCA only), and seals (for MCA only).

Open boxes as soon as possible after receipt to allow sufficient time for check in. Districts receiving test materials for schools should distribute them to the SACs as early as possible to allow for inventory and timely replacement of damaged or missing items. Test materials must be kept secure at all times.

Upon receipt of test materials, the DAC/SAC should follow the steps below to check in test materials while maintaining the security of the tests. **NOTE:** Secure test materials must be tracked upon receipt until returned.

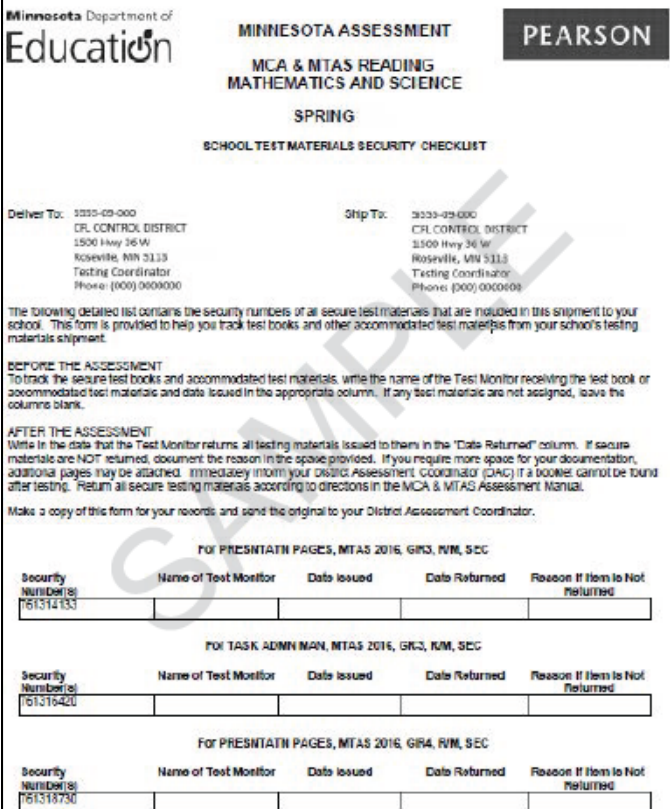
- Locate the *Pallet Detail Sheet* that shows the number of boxes shipped to the district/school. DACs can use the *Pallet Detail Sheet* to easily sort boxes by school (if applicable) and verify that all boxes have been received. If boxes are missing, please call the Pearson help desk at 888-817-8659.

| Minnesota Department of Education | | MINNESOTA ASSESSMENT | | PEARSON | |
|--|---------------|----------------------|---|-----------|-----------------|
| MCA & MTAS READING MATHEMATICS AND SCIENCE | | | | | |
| SPRING | | | | | |
| PALLET DETAIL | | | | | |
| Deliver To: 5555-09-000 CFL CONTROL DISTRICT 1500 Hwy 36 W Roseville, MN 55113 Testing Coordinator Phone: (000) 0000000 | | | Ship To: 5555-09-000 CFL CONTROL DISTRICT 1500 Hwy 36 W Roseville, MN 55113 Testing Coordinator Phone: (000) 0000000 | | |
| Pallet Number | School Number | Deliver To | Order #/Line /Seq Number | Box Range | Number of Boxes |
| P7835360103 | District | CFL CONTROL | 5262881 001 00113 | 1 | 1 |
| | 101 | CFL ELEMENTARY 101 | 5262881 002 00114 | 2-4 | 3 |
| | 401 | CFL HIGH SCHOOL 401 | 5262881 003 00115 | 5 | 1 |
| | 301 | CFL MIDDLE 301 | 5262881 004 00116 | 6-7 | 2 |
| | 201 | CFL TREATMENT 201 | 5262881 005 00117 | 8-11 | 4 |
| | | | 5262881 006 00118 | 12 | 1 |
| Total | | | | | 12 |

- Locate and review the *School Packing List* to verify the receipt of all test materials, including Coordinator Kits and return materials (if applicable). If shipped to district, there will be a copy of each school's packing list in the district box and in the first box for each school.

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|--|---|----------------------|---|------------------|----------------------|
| MCA & MTAS READING MATHEMATICS AND SCIENCE | | | | | |
| SPRING | | | | | |
| PACKING LIST | | | | | |
| Deliver To: 5555-09-301 CFL MIDDLE 301 1500 HWY 36 W Roseville, MN 55113 Testing Coordinator Phone: (000) 0000000 | | | Ship To: 5555-09-301 CFL MIDDLE 301 1500 HWY 36 W Roseville, MN 55113 Testing Coordinator Phone: (000) 0000000 | | |
| Item | Item Description | Package Details | Total Qty Packed | Qty Back Ordered | Packed in Box Number |
| MN00005164 | SCHOOL PACKING LISTS | Set | 1 | 0 | 1 |
| 5262881-1-1-2 | COORDINATOR KIT | Kit | 1 | 0 | 1 |
| -MN00015454 | -RETRN LABELS, MAGNTA, MN. SECURE, MCA MTAS | Set | 1 | 0 | 1 |
| -MN00014348 | -UPS RETURN LABEL | Set | 1 | 0 | 1 |
| -MN00015146 | -TEST MON STUDENT DIR, MCA, 2016, PAPER ACC | Each | 2 | 0 | 2 |
| -MN00014817 | -RED DOT SEALS, MCA | Sheet | 1 | 0 | 1 |
| MN00015107 | MCA AND MTAS ASSESSMENT MANUAL | Single | 1 | 0 | 1 |
| MN00015448 | MTAS 2016 GRS, RIM/S KIT | Kit | 2 | 0 | 2 |
| -MN00014888 | -ORIENTATI PACES, MTAS 2016, GRS PAWS DEC | Each | 2 | 0 | 2 |

- Locate and review the *School Security Checklist* to verify the accuracy of the listed security number sequence.
 - If there are any discrepancies between the *School Packing List* and the secure test materials received, record them on the *School Security Checklist* and immediately fax a copy to Pearson marked “Attention: MN Program Team” at 319-358-4299 or email a copy to the help desk at MNhelp@support.pearson.com.
 - Security checklists are also used to track the chain of custody of secure test materials from receipt until they are returned. Document the name of the Test Monitor the secure materials are assigned to, the date issued, and the date returned.



- The *Test Monitor Test Materials Security Checklist* (available in Appendix A of the *Procedures Manual*) can be used to assign materials to students.
- DACs and AAs can access electronic copies of each school’s security checklists on PearsonAccess Next. Note that if test materials are shipped to the school, the district will not receive a paper copy of each school’s checklist. These electronic versions can also be used to assign test materials to students. See the [Viewing Shipment Information and Ordering Additional Materials](#) user guide for information on accessing all shipment information in PearsonAccess Next (PearsonAccess Next > Resources & Training > User Guides).
- **NOTE:** Each district determines how it will use the security checklists to track secure test materials. Copies of completed security checklists must be provided to the DAC. Security checklists must be kept on file at the district for two years after the end of the academic school year in which testing took place.
- Organize and place secure test materials in a secure, locked location until they are distributed.
 - For MCA, non-secure test materials, such as *the Test Monitor and Student Directions for MCA Paper Accommodations*, may be distributed to Test Monitors upon receipt to allow them sufficient time to prepare for test administration. Secure test materials cannot be distributed until testing.
 - For MTAS, Test Administrators must have access to the MTAS test materials upon delivery to prepare for individual student needs (enlarge material, find manipulatives, etc.). MTAS materials must be kept secure by the Test Administrators as they prepare for testing.
- Save the boxes in which the accommodated test materials arrived. Use these boxes to return accommodated test materials to Pearson.

Ordering Additional Test Materials

If additional test materials are needed for newly enrolled students or because of changes in accommodations or test assignments, an additional order must be placed by the DAC or AA in PearsonAccess Next.

Additional test materials can be ordered until noon on the day *before* the end of the testing window so that test materials will arrive in time for test administration.

| Additional Orders Windows | | |
|---------------------------------------|--|------------------------------|
| Dates for Reading and Math MCA | Dates for Reading, Math, and Science MTAS | Dates for Science MCA |
| Feb.21–May 4 | | Feb.21–May 11 |

See the [Viewing Shipment Information and Ordering Additional Materials](#) user guide for information on placing an additional order in PearsonAccess Next (PearsonAccess Next > Resources & Training > User Guides).
