

# Returning Secure Test Materials

This guide provides information on returning secure MCA paper accommodated test materials and MTAS test materials. **NOTE:** Student responses from MCA paper accommodated test materials must be entered online in TestNav during the testing window in order to be scored. Similar, MTAS scores must be entered online in PearsonAccess Next in order to be scored.

## Collecting and Returning Secure Test Materials

After the tests are administered and student responses/MTAS scores are entered online, the District/School Assessment Coordinator (DAC/SAC) is responsible for collecting, packaging, and shipping secure test materials to Pearson via UPS no later than May 15, 2017. Secure test materials can be returned once tests have been administered and data entry is complete; districts do not have to wait until the end of the testing window to return secure test materials.

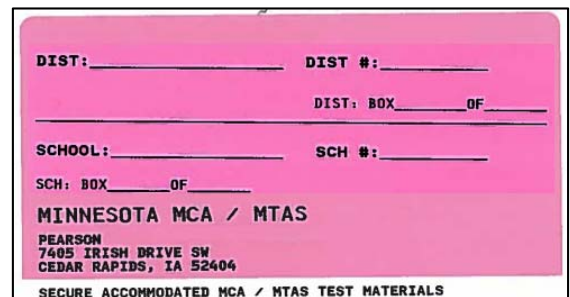
The test materials may be returned from either the district or the school. Return labels are included in the Coordinator Kit. If additional return labels and/or district labels are needed after the additional orders window closes, please call the Pearson help desk at 888-817-8659.

**NOTE:** If any secure test materials are missing, the DAC must contact the MDE District Contact at [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us) and complete a *Test Security Notification* in Test WES.

### Secure Test Materials to Collect and Return

MCA Secure Accommodated Test Materials	MTAS Secure Test Materials
<ul style="list-style-type: none"> <li>• 12-point regular print test books</li> <li>• Large print (18- and 24-point font)</li> <li>• Braille test books and Test Administrator's Notes for braille</li> <li>• Mathematics and science scripts</li> </ul>	<ul style="list-style-type: none"> <li>• MTAS Task Administration Manuals</li> <li>• MTAS Presentation Pages</li> <li>• Adaptations to Presentation Pages</li> </ul> <p><b>NOTE:</b> Response Option Cards (used or unused) should be securely destroyed by the Assessment Coordinator.</p>

- Use the security checklists to ensure all secure test materials have been collected.
- Place secure test materials in the shipping boxes that the materials arrived in (or other boxes, as needed) and tape the boxes shut. MCA and MTAS test materials can be shipped together in the same boxes.
- Attach a **MAGENTA** Pearson return box label to each box of secure test materials. The return box label should be affixed so that it covers the original label on the shipping box. Make sure the correct label is used.



A magenta return box label form with the following fields and text:

DIST: \_\_\_\_\_ DIST #: \_\_\_\_\_  
 DIST: BOX \_\_\_\_\_ OF \_\_\_\_\_  
 SCHOOL: \_\_\_\_\_ SCH #: \_\_\_\_\_  
 SCH: BOX \_\_\_\_\_ OF \_\_\_\_\_  
**MINNESOTA MCA / MTAS**  
 PEARSON  
 7405 IRISH DRIVE SW  
 CEDAR RAPIDS, IA 52404  
 SECURE ACCOMMODATED MCA / MTAS TEST MATERIALS

- Attach a **WHITE** UPS-Return Shipping (RS) label to each applicable box, making sure that it is not applied across the box flap seam. Do **NOT** send any boxes via UPS without a UPS-RS label.
  - Please keep records of your shipments to Pearson by copying each UPS-RS label used, which includes the tracking number. The tracking number is located directly above the bar code in the middle of the shipping label.



- Arrange for a pickup by calling UPS at 800-823-7459. (Do **not** call the UPS general pickup number found on the UPS website.)
  - Schedule a date and time for pickup. Inform UPS that there are UPS-RS labels attached to the boxes being returned. **Please schedule the pickup at least one day in advance. Same-day service is not available in all areas.**
  - Tell the UPS service representative the tracking numbers printed on the UPS-RS labels. The service representative will use these numbers to bill Pearson for the charges.
- Ensure that office staff is aware of the location of boxes for pickup and that materials are kept secure until picked up. Secure test materials may be picked up along with any other UPS shipments from the district/school, but any Pearson shipments must be set apart for the driver.
- If there is a question or problem with the UPS pickup process, please call the Pearson help desk at 888-817-8659.
- Provide a copy of the School Security Checklist to the District Assessment Coordinator and keep it at the district for two years after the end of the academic school year in which testing took place. Do not return them to Pearson.