

Receiving Secure Test Materials

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

Overview

This table lists the secure test materials provided for MCA and MTAS.

MCA Secure Accommodated Test Materials	MTAS Secure Test Materials
12-point regular print test books (reading and mathematics only)	Task Administration ManualsPresentation Pages
Large print (18- or 24-point) test books	Response Option Cards
Braille test books and <i>Test Administrator's Notes</i> for braille	
Mathematics and science scripts	

An initial shipment of test materials is sent automatically based on the accommodations/linguistic supports indicated or MTAS tests assigned in Pretest Editing in Test WES by Jan. 19, 2018.

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.
- ➤ If the **ship-to-school** option was selected, each School Assessment Coordinator 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. The Coordinator Kit contains Pearson and UPS return labels, *Directions for Paper Administrations* (MCA only), and seals (MCA only).

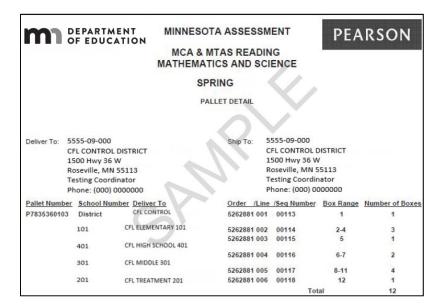
- ➤ If ship-to-district is selected, these materials will be in the first box for each test, addressed to the district. The first box for each school will also contain the packing lists and security checklists.
- If ship-to-school is selected, the district will not receive any of these materials. For each school, the materials will be in the first box for each test.

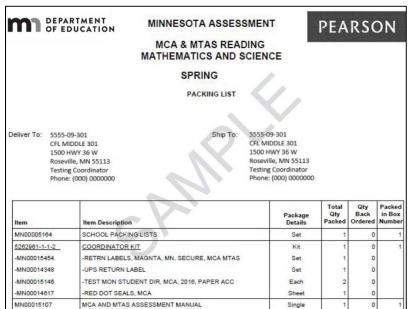
Open boxes as soon as possible after receipt to allow sufficient time for check in. Districts receiving test materials for schools should distribute them to the School Assessment Coordinators as early as possible to allow for inventory and timely replacement of damaged or missing items. Test materials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

Upon receipt of test materials, follow the steps below to check in test materials while maintaining the security of the tests. 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.
 - If materials are shipped to the district, DACs can use the *Pallet Detail Sheet* to easily sort boxes by school and verify that all boxes have been received.
 - If boxes are missing, please call the Pearson help desk at 888-817-8659.

- Locate and review the School Packing List to verify the receipt of all test materials, including Coordinator Kits and return materials.
 - 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.



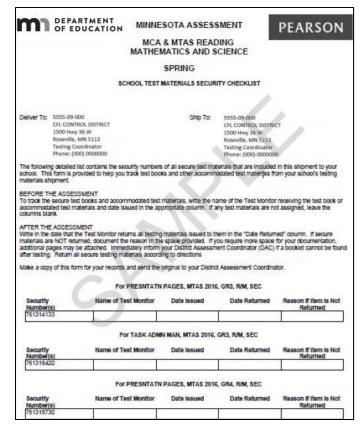


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- Locate and review the School Security Checklist to verify the accuracy of the listed security number sequence.
 - If there are any discrepancies between the School Packing List and the secure test materials received, record them on the School Security Checklist and immediately fax a copy to Pearson marked "Attention: MN Program Team" at 319-358-4299 or contact the Pearson help desk at 888-817-8659.
 - 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* (PearsonAccess Next > Resources & Training > Policies and Procedures) can be used to assign materials to students.
- Staff with the DAC and Assessment Administrator (AA) user roles in PearsonAccess Next 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 <u>Viewing Shipment Information and Ordering Additional Materials</u> user guide (PearsonAccess Next > Resources & Training > User Guides) for information on accessing all shipment information in PearsonAccess Next.
- NOTE: Each district determines how it will use the security checklists to track secure test materials.
- Organize and place secure test materials in a secure, locked location until they are distributed.
 - For MCA, non-secure test materials, such as *the Directions for Paper Administrations*, 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, unless explicitly allowed in the *Procedures Manual*.
 - 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

An additional order must be placed by the DAC or AA in PearsonAccess Next if additional test materials are needed for any of the following reasons:

- Students have newly enrolled or there are changes in accommodations/linguistic supports or test assignments.
- The district decided not to receive MTAS test materials in in the initial test materials shipment (a decision made during Pretest Editing).
- Students require the MTAS Presentation Pages and Response Option Cards for reading in a symbol format.

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.20-	May 3	Feb.20–May 10

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