

Returning Secure Test Materials

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

Overview

After the tests are administered and student responses/MTAS scores are entered online, the District Assessment Coordinator (DAC) or School Assessment Coordinator is responsible for collecting, packaging, and shipping secure test materials to Pearson via UPS **no later than May 14, 2018**. 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 located in the Coordinator Kit, which was sent to the original shipping location (district or schools). If additional Pearson or UPS return labels are needed after the additional orders window closes, please call the Pearson help desk at 888-817-8659 or [submit a help desk request](#).

NOTE: If any secure test materials are missing, the DAC must continue to work with the school to locate the missing test materials. Contact MDE at mde.testing@state.mn.us with questions.

Secure Test Materials to Collect and Return

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

Damaged or Defective Test Materials

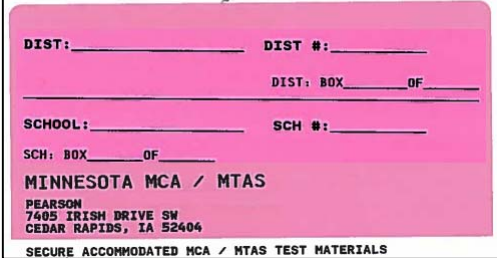
Secure test materials that contain a defect or that are torn or damaged should be returned in a plastic bag or envelope with secure test materials. If the security number is illegible or the secure test material has been destroyed, report the security number of the affected material(s) to the Pearson help desk.

Any paper accommodated test book that is damaged by vomit or blood must have the responses entered online, if possible. The test book should be destroyed or disposed of in a secure manner (e.g., shredding, burning) and the security number of the destroyed test book reported to the Pearson help desk. These test books should not be returned to Pearson.

Collecting and Returning Secure Test Materials

- 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). MCA and MTAS test materials can be shipped together in the same boxes.

- Attach a **MAGENTA** Pearson return label to each box of secure test materials. The return label should be affixed so that it covers the original label on the shipping box. Make sure the correct label is used.



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.



TEST COORDINATOR
 (887) 554-3210
 MINNESOTA TEST SCHOOL
 123 MAIN STREET
 ROBEVILLE MN 55113
 SHIP RECEIVING
 TO: (319) 841-4712
 PEARSON
 9200 EARHART LANE SW
 CEDAR RAPIDS IA 52404
 15 LBS 1 OF 1
RS
 E
 IA 524 0-10
UPS GROUND
 TRACKING #: 1Z 1Y3 95W 50 0605 0342
 BILLING: PIP
 DESC: DOCUMENTS
 RETURN SERVICE
 REF1: 783663
 SEQ NO: 00000
 CWT: 13.3 24M + 81.5W 19/2010
 TRACKING NUMBER: 1Z1Y395W8000050342

- 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 staff are 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 completed *School Security Checklist* to the DAC; do not return them to Pearson. 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.
- See the [Viewing Shipment Information and Ordering Additional Materials](#) user guide for information tracking the secure test materials received at Pearson in PearsonAccess Next (PearsonAccess Next > Resources & Training > User Guides).