

Receiving Secure Test Materials

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

Overview

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

MCA Secure 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- or 24-point) test books• Braille test books and <i>Test Monitor Notes</i> for braille• Mathematics and science scripts	<ul style="list-style-type: none">• Task Administration Manuals• Presentation Pages• Response Option Cards

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. 18, 2019.

Receiving Secure Test Materials

MCA and MTAS secure 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 time for inventorying 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, call the Pearson help desk at 888-817-8659.

m 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 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.

m DEPARTMENT OF EDUCATION		MINNESOTA ASSESSMENT		PEARSON	
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, SCURE, MCA MTAS	Set	1	0	
-MN00014348	- UPS RETURN LABEL	Set	1	0	
-MN00015146	- DIR FOR PAPER ADMINS, MCA, 2019, PAPER ACC	Each	2	0	
-MN00014617	- RED DOT SEALS.MCA	Sheet	1	0	

- 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. Pearson will confirm receipt of the faxed checklist.
 - 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.

m DEPARTMENT OF EDUCATION		MINNESOTA ASSESSMENT		PEARSON	
MCA & MTAS READING MATHEMATICS AND SCIENCE					
SPRING					
SCHOOL TEST MATERIALS SECURITY CHECKLIST					
Deliver To: 5555-09-000 CFL CONTROL DISTRICT 1500 Hwy 36 W Roseville, MN 5113 Testing Coordinator Phone: (000) 0000000			Ship To: 5555-09-000 CFL CONTROL DISTRICT 1500 Hwy 36 W Roseville, MN 5113 Testing Coordinator Phone: (000) 0000000		
The following detailed list contains the security numbers of all secure test materials that are included in this shipment to your school. This form is provided to help you track test books and other accommodated test materials from your school's testing materials shipment.					
BEFORE THE ASSESSMENT To track the secure test books and accommodated test materials, write the name of the Test Monitor receiving the test book or accommodated test materials and date issued in the appropriate column. If any test materials are not assigned, leave the columns blank.					
AFTER THE ASSESSMENT Write in the date that the Test Monitor returns all testing materials issued to them in the "Date Returned" column. If secure materials are NOT returned, document the reason in the space provided. If you require more space for your documentation, additional pages may be attached. Immediately inform your District Assessment Coordinator (DAC) if a booklet cannot be found after testing. Return all secure testing materials according to directions.					
Make a copy of this form for your records and send the original to your District Assessment Coordinator.					
For PRESENTATION PAGES, MTAS 2016, GR3, R/M, SEC					
Security Number(s)	Name of Test Administrator	Date Issued	Date Returned	Reason If Item Is Not Returned	
761314133					

- 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 District Assessment Coordinator (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 [Viewing Test Material Reports and Tracking Information](#) 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. Secure test materials cannot be distributed until testing, unless explicitly allowed in the *Procedures Manual* or as described for MTAS below.
- For MCA, the *Directions for Paper Administrations* may be distributed to Test Monitors upon receipt to allow them sufficient time to prepare for test administration.
 - For MTAS, Test Administrators must have access to the secure 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 test materials arrived. Use these boxes to return test materials to Pearson.

Ordering Additional Test Materials

If additional test materials are needed, an additional order must be placed by the DAC or AA in PearsonAccess Next. Additional test materials can be ordered until noon on the Wednesday before the end of the testing window so that test materials will arrive in time for test administration.

Additional Orders Windows		
Reading and Mathematics MCA	MTAS (all subjects)	Science MCA
Feb.19–May 1		Feb.19–May 8

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