

# 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"><li>• 12-point regular print test books (reading and mathematics only)</li><li>• Large print (18- or 24-point) test books</li><li>• Braille test books and <i>Test Monitor Notes</i> for braille</li><li>• Mathematics and science scripts</li></ul>	<ul style="list-style-type: none"><li>• Task Administration Manuals</li><li>• Presentation Pages</li><li>• Response Option Cards</li></ul>

The initial shipment of test materials is sent automatically based on the accommodations indicated or MTAS tests assigned in Pretest Editing in Test WES by Jan. 21, 2022.

## 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, *Testing Directions: Paper* (MCA only), and red stickers to seal segments (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 soon as possible to allow time for inventorying. 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		MCA		Pearson	
READING, MATHEMATICS, AND SCIENCE					
SPRING 20XX					
PALLET DETAIL					
Deliver To: 5555-09-000 MDE Assessment Control District 1500 Hwy 36 W Roseville, MN 55113 Testing Coordinator Phone: (651) 5828531			Ship To: 5555-09-000 MDE Assessment Control District 1500 Hwy 36 W Roseville, MN 55113 Testing Coordinator Phone: (651) 5828531		
Pallet Number	School Number	Deliver To	Order #/Line #/Seg Number	Box Range	Number of Boxes
P7835819183	District	MDE Control District	7554560 001 00609	1	1
	101	MDE Elementary	7554560 002 00610	2-4	3
	201	MDE Care Program	7554560 003 00611	5-10	6
	301	MDE Middle School	7554560 004 00612	11	1
	401	MDE High School	7554560 005 00613	12	1
<b>Total</b>					<b>12</b>

- Locate and review the *School Packing List* to verify the receipt of all test materials, including the Coordinator Kit 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		MTAS		Pearson	
READING, MATHEMATICS, AND SCIENCE					
SPRING 20XX					
PACKING LIST					
Deliver To: 5555-09-101 MDE Assessment Elementary 1500 W Highway 36 Roseville, MN 55113 Testing Coordinator Phone: (651) 5828667			Ship To: 5555-09-000 MDE Assessment Control District 1500 W Highway 36 Roseville, MN 55113 Testing Coordinator Phone: (651) 5828667		
Item	Item Description	Package Details	Total Qty Packed	Qty Back Ordered	Packed in Box Number
MN00005164	SCHOOL PACKING LIST	Set	1	0	2
7716747-1-1-2	COORDINATOR KIT	Kit	1	0	2
-MN00015454	-RETRN LABELS, MAGNTA, MN, SECURE, MCA MTAS	Set	1	0	0

- Locate and review the *School Security Checklist* to verify the accuracy of the listed security number(s). Note: Security barcode number(s) listed on the *Security Checklist* are 9 digit numbers. The security barcodes printed on secure test materials contain a 10<sup>th</sup> digit not included on the checklist.
  - 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. Pearson will confirm receipt of the faxed checklist.
    - If fax is unavailable, submit through the [Alternate to Fax](#) form submission in PearsonAccess Next (Support > Alternate to Fax). Pearson will confirm receipt of the request.
    - For questions, call the Pearson help desk at 888-817-8659 or submit a [help desk request](#).

m DEPARTMENT OF EDUCATION		MCA		Pearson	
READING, MATHEMATICS, AND SCIENCE					
SPRING 20XX					
SCHOOL TEST MATERIALS SECURITY CHECKLIST					
Deliver To: 5555-09-201 MDE Assessment Care Program 1500 Hwy 36 W Roseville, MN 55113 Testing Coordinator Phone: (651) 5828531			Ship To: 5555-09-000 MDE Assessment Control District 1500 Hwy 36 W Roseville, MN 55113 Testing Coordinator Phone: (651) 5828531		
The following detailed list contains the security numbers of all secure test materials included in this shipment. This list is provided to help you track the secure test materials.					
<b>BEFORE THE ASSESSMENT</b> To track the secure test materials, write the name of the Test Monitor receiving the test materials and the date issued in the appropriate columns. If any test materials are not assigned, leave the columns blank.					
<b>AFTER THE ASSESSMENT</b> Write in the date that the Test Monitor returns all secure test materials issued to them in the "Date Returned" column. If secure test 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 if any secure test materials are not returned. Make a copy of this completed list for your records and send the original to your District Assessment Coordinator.					
Return all secure test materials according to directions in the "Returning Secure Test Materials" document (PearsonAccess Next > Resources & Training > User Guides).					
For LP TB, MCA, RDG, GR 7, 24 PT, 2021, SEC					
Security Number(s)	Name of Test Monitor	Date Issued	Date Returned	Reason If Item is Not Returned	
987886569					
For LP TB, MCA, RDG, GR 8, 18 PT, 2021, SEC					
Security Number(s)	Name of Test Monitor	Date Issued	Date Returned	Reason If Item is Not Returned	
987886162					

- Security checklists are used to track the chain of custody of secure test materials from receipt until they are returned. Document the name of the Test Monitor/Test Administrator the secure materials are assigned to, date issued, and date returned.
  - The *Test Materials Assigned to Students 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: 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 below.
- For MCA:
    - The *Testing Directions* may be distributed to Test Monitors upon receipt to allow them sufficient time to prepare for test administration.
    - For braille administrations, Test Monitors may be provided access to braille test materials up to 5 business days prior to the scheduled test administration.
    - For signed interpretation of the mathematics or science script, sign language interpreters may be provided access to the script up to 5 business days prior to the scheduled administration.
  - For MTAS, Test Administrators must have access to the secure test materials beforehand to prepare for individual student needs (enlarge material, find manipulatives, etc.). MTAS materials must be kept secure by Test Administrators as they prepare for testing. A sign language interpreter (who is not the Test Administrator) may have access to the materials up to 5 business days prior to the scheduled administration.
- 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 Tuesday before the end of the testing window so that test materials will arrive in time for test administration. Note: The deadline for placing additional orders has been updated to ensure there is time for districts to receive the materials.

Additional Orders Windows		
<b>Reading and Mathematics MCAs</b>	<b>MTAS (all subjects)</b>	<b>Science MCA</b>
Feb.22–May 3 (noon)		Feb.22–May 10 (noon)

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