

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• 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• Passage and/or Phenomenon Book

The initial shipment of test materials is sent automatically based on the MCA accommodations indicated or MTAS tests assigned in Pretest Editing in Test WES by Jan. 20, 2023.

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*, *School Packing List*, and *School 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 and addressed to the district. The first box for each school will also contain the packing list and security checklist.
- 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: 5555-09-101 MDE Assessment Control District 400 NE Stinson Blvd. MINNEAPOLIS, MN 55413 TESTING COORDINATOR Phone: (651) 5828746			Ship To: 5555-09-101 MDE Assessment Control District 400 NE Stinson Blvd. MINNEAPOLIS, MN 55413 TESTING COORDINATOR Phone: (651) 5828746		
Pallet Number	School Number	Deliver To	Order /Line /Seq Number	Box Range	Number of Boxes
P7835900204	District	MDE Assessment Control District	7861996 001 00630	1	1
	101	MDE Assessment Elementary	7861996 002 00631	2-3	2
	301	MDE Assessment Middle School	7861996 003 00632	4-5	2
	401	MDE Assessment High School	7861996 004 00633	6-7	2
	501	MDE Assessment PM Control School	7861996 005 00634	8-9	2
Total					9

- 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 400 NE Stinson Blvd. MINNEAPOLIS, MN 55413 TESTING COORDINATOR Phone: (651) 5828746			Ship To: 5555-09-101 MDE Assessment Control District 400 NE Stinson Blvd. MINNEAPOLIS, MN 55413 TESTING COORDINATOR Phone: (651) 5828746		
Item	Item Description	Package Details	Total Qty Packed	Qty Back Ordered	Packed in Box Number
MN00005164	SCHOOL PACKING LISTS	Set	1	0	2
7861202-2-1-2	COORDINATOR KIT	Kit	1	0	2
-MN00015454	-RETRN LABELS, MAGNTA, MN, SECURE,	Set	1	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 10th 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. Refer to *Alternate to Fax Form Submissions* for more information (Support > Alternate to Fax). Pearson will confirm receipt of the request.

m DEPARTMENT OF EDUCATION		MTAS		Pearson	
READING, MATHEMATICS, AND SCIENCE					
SPRING 20XX					
SCHOOL TEST MATERIALS SECURITY CHECKLIST					
Deliver To: 5555-09-101 MDE Assessment Elementary 400 NE Stinson Blvd. MINNEAPOLIS, MN 55413 TESTING COORDINATOR Phone: (651) 5828746			Ship To: 5555-09-101 MDE Assessment Control District 400 NE Stinson Blvd. MINNEAPOLIS, MN 55413 TESTING COORDINATOR Phone: (651) 5828746		
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.					
BEFORE THE ASSESSMENT To track the secure test materials, write the name of the Test Administrator receiving the 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 Administrator 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 PRES PAGES, MTAS 2023, GR3, R/M, SEC					
Security Number(s)	Name of Test Administrator	Date Issued	Date Returned	Reason if Item Is Not Returned	
113980206					
113980207					
113980208					
For TASK ADMN MAN, MTAS 2023, GR3, R/M, SEC					
Security Number(s)	Name of Test Administrator	Date Issued	Date Returned	Reason if Item Is Not Returned	
113982006					
113982007					
For Internal Use Only: Pick Batch: 4734621 Delivery: 49667662 OrderLine: 7861202/2 Sequence: 01026 Page 1 of 3					

- For questions, call the Pearson help desk at 888-817-8659 or submit a [help desk request](#).
 - 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.

Additional Orders Windows		
Reading and Mathematics MCAs	MTAS (all subjects)	Science MCA
Feb. 21–May 2 (noon)		Feb. 21–May 9 (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.