Receiving Secure Test Materials

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

Overview

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

MCA Secure Test Materials	MTAS/Alt MCA Secure Test Materials
12-point regular print test books - Large print (18- or 24-point) test books - Braille test books and *Braille Test Administration Notes* - Mathematics and science scripts	- Task Administration Manuals - Presentation Pages - Response Option Cards - Passage and/or Phenomenon Book - Braille test books and *Braille Test Administration Notes*

The initial shipment of test materials is sent automatically based on the MCA accommodations indicated or MTAS/Alt MCA tests assigned in Pretest Editing in Test WES by Jan. 17, 2025.

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MCA and MTAS/Alt MCA 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/Alt MCA secure test materials have RED labels attached to the boxes.
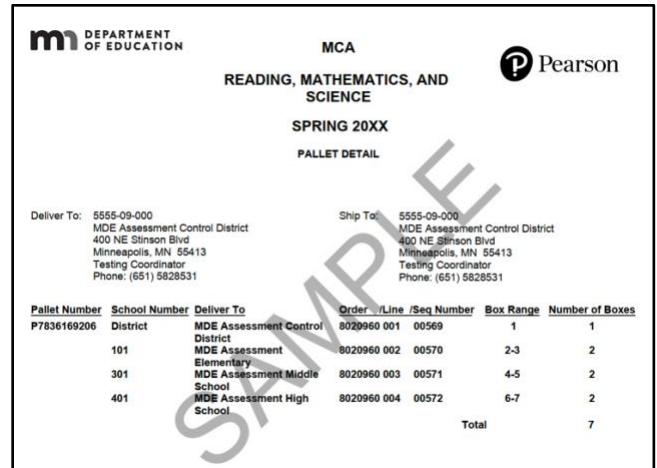
The ship-to location (district or school) will receive a Coordinator Kit, *Pallet Detail Sheet*, *School Packing List*, and *School Security Checklist*. The Coordinator Kit contains Pearson and UPS return labels, *Testing Directions: Paper* (MCA only), and red stickers to seal segments (MCA only).

➢ 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.

➢ 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 the district, there will be a copy of each school's packing list in the district box and in the first box for each school.

➢ 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:

  o Fax a copy to Pearson marked "Attention: MN Program Team" at 319-358-4299. Pearson will confirm receipt of the faxed checklist.

  o If a 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.

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- 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/Alt MCA**
  - Test Administrators must have access to the secure test materials beforehand to prepare for individual student needs (enlarge material, find manipulatives, etc.). 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.

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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/Alt MCA (all subjects)**	**Science MCA**
Feb. 18–April 29 (noon)		Feb. 18–May 6 (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.

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