
RESEARCH AND ACCOUNTABILITY: STATE ASSESSMENTS

MATERIALS RETURN PROCESS

Materials Return Process

School:

Testing Coordinator:

I. Coding and Reviewing Materials

- In a secure environment, ensure all test administrators:
 - Return all test books, answer documents, etc.
 - Include all answer documents for students in separate settings, and Extended Time that are on the roster.
 - Document and report all irregularities immediately.
 - Code answer documents in a secure setting.
 - Check to ensure that the test booklet form number has been written on the NCTools roster beside the corresponding student's name.
 - Check for stray marks.
 - Any additional or new students should be written on the bottom of the NCTools roster.
 - Ensure that all answer documents are in alphabetical order.
 - Ensure all answer documents are face up with scanner marks to the left.
 - Place the header on top and ensure data on header is accurate and complete. (No headers for NCFEs)
 - Write the word **"ABSENT"** beside the names of students that were absent.
 - Write the word **"WITHDRAWN"** beside the names of students that have officially withdrawn from your school. (Must provide documentation from PowerSchool)
 - Remove the answer documents for these students.

II. Testing Materials Organization

- Place the completed roster on top of the header.
- Place the completed header on top of the alphabetized answer documents.
- Pack bags by assessment.

DO NOT INCLUDE:

- Blank answer documents
- Absent or Withdrawn students (see below)
- Misadministrations

- Complete the “School Scanning List” to reflect the answer documents returned. There is a form for each assessment. Bring these completed forms with your materials. DO NOT ALTER THESE FORMS.

III. Test Booklets

- All test booklets (used and unused) should be returned at the scheduled time along with the answer documents and all other testing materials.
- Group test booklets together by assessment and place in the boxes provided.
- Place test booklets in the boxes we provided. Do not use alternate boxes as these are not sturdy and may not be stored efficiently in the warehouse.

IV. Ancillary Materials

- Ancillary materials such as reference tables and formula sheets should be placed in an unmarked plastic bag.
- All blank paper and graph paper should be placed in a separate bag/box.

V. Other Materials: Mark In Book (MIB) Accommodations, Absent or Withdrawn Students

- Materials from absent or withdrawn students should be placed in the bags provided labeled “Absent” and “Withdrawn.” These materials should NOT be returned until the last day of testing. It is the Testing Coordinator’s responsibility to ensure all students are tested and to verify student enrollment.
- MIB materials must be collected separately in the provided bag labeled “Mark In Book.” These materials must be clearly marked.

VI. Arriving to Hamlin Road for Returns

- Principals, APs or back up TCs may return materials if the testing coordinator is unable to.
- Arrive at the Print Shop entrance in the back of the building and ring the doorbell. Someone will be with you shortly.
- Meet with State Assessments staff and place all materials on the table(s) provided.
- The State Assessments staff will count all answer documents and check them off on the NCTools rosters.
- The test booklets, assessment guides and ancillary documents will be counted in by State Assessments staff or contractors.
- Reports will be available in RADD by the following school day. TCs and principals will be notified by email when the reports are available.

Testing Coordinator Signature: _____ **Date** _____