

RECEIPT OF TEST MATERIALS AT A CENTRAL DISTRICT LOCATION

- Districts will be served by FedEx for receipt and return of materials, unless otherwise communicated.
- Test materials will arrive at the district in boxes labeled with the Test Coordinator's name and shipping address. Each box label references the school name and if the school order has 2 or more boxes, then the boxes for that school will be sequentially numbered.
- When test materials arrive, locate the district materials:
 - If there is a district order, district materials are in a **white District Box 1** which contains:
 - *Box List*
 - *District Packing List*
 - *District Security Checklist*
 - *School Packing List Summary*
 - Return Kit
 - Other administrative material
 - If there is **no** district order, district materials are in a clear plastic envelope in the **brown School Box 1** with a yellow label that says District Information Enclosed. The envelope contains:
 - *School Packing List Summary*
 - Other administrative material
- Both District Box 1 and School Box 1 may also contain secure test materials; please refer to the packing list.
- Find the *District Packing List* or *School Packing List Summary*. Use these sheets to sort boxes by building and verify that you have received all of the boxes. If you have not received all of the boxes indicated, contact the AIR Help Desk immediately.
- Test materials are packaged by school and supplied based on the enrollment/material orders or the pre-ID information submitted. The district overage materials (if applicable) are packaged separately. They are to be used if any school needs additional or replacement materials. **Note:** Materials are linked to your district and should **not** be shared with other districts, unless approved by your state office.
- Distribute materials to the School Test Coordinators as early as possible to allow for timely replacement of any damaged or missing items. Remind staff to save the boxes the test materials arrived in to use for returning test materials after the test administration.
- If you received a district order, find your *District Security Checklist*. Use the *District Security Checklist* to verify your district overage. The serial numbers of all secure materials sent with the original order are recorded on the security checklist. Verify your overage as soon as possible after distributing materials to the buildings. **Do NOT open any shrink-wrapped packages of test booklets that are not intended for immediate use.**



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- If you received a district order, find your district Return Kit. It is in a clear plastic bag located inside the white district box. This kit should be used to return unused district overage. This kit contains:
 - Green scorable and red non-scorable return labels
 - FedEx return shipping labels
 - Return shipping instructions
- Instruct School Test Coordinators on the procedures for collecting and accounting for test materials. Communicate provisions for locked, secure overnight storage of all test materials. Monitor this process throughout testing.

RECEIPT OF TEST MATERIALS IN SCHOOLS

- Receive test material shipment. Each box label references your school name and is sequentially numbered.
- When test materials arrive, open School Box 1, which contains the following:
 - *Box List*
 - *School Packing List*
 - *School Security Checklist*
 - Pre-printed pre-ID labels with DO NOT SCORE labels on banner page for each grade (if applicable)
 - Blank print-on-demand labels
 - Sheets of DO NOT SCORE labels (if you did not receive pre-printed pre-ID labels)
 - Return Kit
- School Box 1 may also contain secure test materials. Please refer to your *School Packing List*.
- Find your *School Security Checklist*. Use the *School Security Checklist* to verify your school order. The serial numbers of all secure material sent with the original order are recorded on the security checklist. **Do NOT open any shrink-wrapped packages of test booklets that are not intended for immediate use.**
- Compare types and quantities of materials received with your testing needs. Report **any** discrepancies to the AIR Help Desk **immediately**.
- Find your Return Kit. It is in a clear plastic bag. This kit contains:
 - Green scorable and red non-scorable return labels
 - FedEx return shipping labels
 - Return shipping instructions
- Place test materials in locked, secure storage.
- Save the box(es) your test materials were delivered in for returning materials when testing is completed.
- Conduct test orientation activities. Provide a copy of the appropriate Test Administration Manual (TAM), which is posted on the portal. **Do not distribute copies of secure test materials at this time.**
- Instruct Test Administrators on the procedures for collecting and accounting for test materials. Communicate provisions for locked, secure overnight storage of all test materials. Monitor this process throughout testing.