

RECEIPT OF TEST MATERIALS AT A CENTRAL CORPORATION LOCATION

- Corporations will be served by FedEx for receipt and return of materials.
- Test materials will arrive at the corporation in boxes labeled with the Corporation Test Coordinator's name and corporation shipping address. Each box label will reference the school name. If the school order consists of two or more boxes, then each box for that school will be sequentially numbered (e.g., 1 of 5, 2 of 5).
- Locate the corporation materials when they arrive:
 - Corporation materials are in the **white corporation box**, which contains:
 - *Box List*
 - *Corporation Packing List*
 - *Corporation Security Checklist*
 - *School Packing List Summary*
 - Return Kit
- Find the *Corporation Packing List* and *School Packing List Summary*. Use these sheets to sort boxes by school and verify that you have received all of the boxes. If you have not received all of the boxes indicated, immediately contact the AIR Help Desk (866-298-4256).
- Test materials are packaged by school and supplied based on the enrollment/material orders within TIDE. The corporation overage materials are packaged separately. Corporation Test Coordinators (CTCs) are to distribute corporation overage to any school within the corporation that needs additional or replacement materials. **Note:** Materials are linked to your corporation and should **not** be shared with other corporations, unless approved by the Indiana Department of Education (IDOE).
- CTCs should distribute materials to the School Test Coordinators (STCs) as early as possible to allow for timely materials inventory and replacement of any damaged or missing items. Remind staff to save all boxes in which the test materials arrived, as these boxes will be used to return test materials after the test administration.
- CTCs should use the *Corporation Security Checklist* to verify any corporation 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 assessment books not intended for immediate use.**
- Find your corporation Return Kit. It is in a clear plastic bag located inside the white corporation box. This kit should be used to return unused corporation overage. This kit contains:
 - Purple scorable and orange non-scorable return labels
 - FedEx return shipping labels
 - Return shipping instructions
- CTCs must instruct STCs regarding the procedures for collecting and accounting for test materials. Communicate with appropriate staff planned provisions for locked, secure overnight storage of all test materials. Monitor this process throughout the test window.

RECEIPT OF TEST MATERIALS IN SCHOOLS

- STCs will receive the test materials shipment. Each box label references your school name and is sequentially numbered (e.g., 1 of 5, 2 of 5).
- When test materials arrive, open box 1, which contains the following:
 - *Box List*
 - *School Packing List*
 - *School Security Checklist*
 - Blank labels
 - Sheets of DO NOT SCORE labels
 - Return Kit
- Use the *School Security Checklist* to verify your school order. The serial numbers of all secure materials sent with the original order are recorded on the security checklist. **Do NOT open any shrink-wrapped packages of assessment books that are not intended for immediate use.**
- Compare types and quantities of materials received with your school's testing needs. **Immediately** report **any** discrepancies to the AIR Help Desk.
- Find your Return Kit. It is in a clear plastic bag. This kit contains:
 - Purple scorable and orange non-scorable return labels
 - FedEx return shipping labels
 - Return shipping instructions
- Place test materials in locked, secure storage.
- Remind staff to save all boxes in which the test materials arrived, as these boxes will be used to return test materials after the test administration.
- Conduct test orientation activities for all school personnel who will be involved in test administration. Provide each Test Administrator (TA) access to an electronic or printed copy of the appropriate Test Administrator's Manual (TAM), which is posted on the Indiana Assessment Portal. **Do not distribute copies of secure test materials until testing is scheduled to begin.**
- STCs should instruct TAs regarding 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.
- Materials must be shipped back to the scoring vendor after testing and **no later August 19th, 2019.**



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