

PACKING MATERIALS FOR RETURN

Corporations and schools should return materials as early as possible following testing to expedite the scoring process. All test materials must be returned to Measurement Incorporated (MI) **on or before August 19, 2019**, and no later than **five business days** after testing is complete in order for student assessment books to be scored. The Corporation Test Coordinator (CTC) is responsible for arranging test materials pickup. Contact the AIR Help Desk (see *Customer Service* section of Test Administrator’s Manual) to report any problems when packing or arranging for pickup.

MATERIAL RETURN CHECKLIST

Return to MI		Do Not Return to MI
Scorable	Non-Scorable	Non-Scorable
<input type="checkbox"/> Used Assessment books	<input type="checkbox"/> Unused Assessment books <input type="checkbox"/> Braille and Large Print Materials	<input type="checkbox"/> Printed Ancillary Instructions <input type="checkbox"/> Pre-ID Labels <input type="checkbox"/> Soiled or Contaminated Materials

HANDLING CONTAMINATED AND DAMAGED MATERIALS

- Identify any contaminated or damaged materials.
 - Responses from a contaminated assessment book should be transcribed into a clean assessment book. Contact the AIR Help Desk (866-298-4256) to report any contaminated assessment books. These reported assessment books should not be returned to MI and can be securely destroyed according to state or corporation policies.
 - Damaged assessment books **must** be returned to MI. Place a rubber band around any damaged assessment books.

RETURNING MATERIALS FOR SCORING

- Separate scorable, non-scorable, secure, and non-secure materials:
 - Organize scorable assessment books into separate stacks by grade and then by subject.
 - Verify all braille and large-print responses have been transcribed. **If responses are not transcribed into a regular assessment book, they cannot be scored.** The CTC must affix a pre-ID label to the front cover of the regular assessment book. Verify the student’s name, Test Administrator, school, and corporation appear correctly on the front cover of the assessment book. Keep the transcribed assessment book with the other scorable assessment books organized by grade/subject.
 - Place a **DO NOT SCORE** label on individual non-scorable (i.e., blank, pre-ID labeled) assessment books. Shrink-wrapped, unused assessment books, and individual unused assessment books without pre-ID labels do not require **DO NOT SCORE** labels. Pack assessment books with non-scorable materials.

PACKING SCORABLE MATERIALS

- Pack **all scorable** assessment books in the same boxes in which materials were shipped. If these boxes are not available, use sturdy boxes to return the materials. Copier paper boxes and boxes used for food transportation should **not** be used. Sturdy boxes are capable of holding 65–95 pounds without collapsing when handled or stacked. Use cushioning materials, if needed, to keep materials inside the boxes secure.
 - After you have filled the first box, affix a **purple scorable label** to the **top** of this box and mark it “1.” The **scorable label** has a place to mark the number of each box and the total number of boxes being returned. For example, if you have five boxes, mark them “1 of 5,” “2 of 5,” and so on.
 - Continue packing, affixing a **purple scorable label** to the **top** of **each** box containing scorable assessment books.
 - Seal the top and bottom of all boxes with at least three strips of plastic shipping tape.

PACKING NON-SCORABLE SECURE MATERIALS

- Pack **all non-scorable** and **unused** assessment books into the same boxes in which materials were shipped. If these boxes are not available, use sturdy boxes to return the materials. Copier paper boxes and boxes used for food transportation should **not** be used. Sturdy boxes are capable of holding 65–95 pounds without collapsing when handled or stacked. Use cushioning materials, if needed, to keep materials inside the boxes secure. Include large-print and braille assessment books.

- Affix an **orange non-scorable label** to the **top** of **all** boxes containing non-scorable secure materials. Record the number of each non-scorable box and the total number of non-scorable boxes on the labels.
- Non-scorable materials may be shipped in the same boxes with scorable materials, but the materials should be separated within the box. **Note:** A **purple scorable label** should be used if the box contains **any** scorable materials.

NON-SECURE MATERIALS

- The following materials should **not** be returned to MI. Discard these materials according to state or corporation policies.
 - Unused pre-ID labels and return shipping box labels
 - Printed test administration ancillary documents

INSTRUCTIONS FOR RETURNING MATERIALS

- Remove or black out any old shipping labels, including the original shipping barcode, and ensure boxes are sealed securely with shipping tape.
 - Affix the FedEx ground return label (from return kit) directly on top of the original address label. If additional labels are needed, contact the AIR Help Desk (866-298-4256). **You must use the return shipping labels provided to you in order to guarantee that your boxes can be accurately tracked when you ship them to MI. Confirm that the address on these labels is:**

**Measurement Incorporated
2700 Angier Ave.
Durham, NC 27703**

Do NOT use previous administration return labels as this will delay the scoring of all returned materials.

- Print the corporation name and address in the space provided on the return label.
- **Retain the receipt tab**, from the top of the return label, for your records. Boxes can be tracked online at www.fedex.com or by calling 1-800-463-3339.

ARRANGING TEST MATERIALS PICKUP

- Contact FedEx to arrange a pickup of your materials. There is no prescheduled pickup day. **CTCs must return materials to the scoring vendor no later than August 19th in order for student assessment books to be scored.** Have your receipt tab(s) handy when you make your request. Use **one** of the following methods to initiate a return:
 - Visit www.fedex.com: Select “Ship,” then select “Schedule and Manage Pickups” from the drop-down menu, then select “Schedule Ground Return Pickup.”
 - Call FedEx Customer Service: 1-800-463-3339. Request a “Package Returns Program” pickup.
 - Provide materials to your regular FedEx Ground driver.

Immediately contact the AIR Help Desk (866-298-4256) if you experience any problems packing or arranging for pickup.

SECURITY CHECK-IN PROCESS

Timely return of materials is essential for scoring and reporting of results. Security reports will be generated after the time that materials are due back to MI. These security reports provide a breakdown of secure materials by corporation, school, and item, and include barcodes for any missing items. MI may contact corporations via email and/or phone regarding missing secure materials. MI also works with IDOE to document and recover missing secure materials.



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