# Returning Secure Test Materials

This guide provides information on returning secure test materials for MCA and MTAS.

## Overview

After tests are administered and MCA student responses/MTAS scores are entered online, the District or School Assessment Coordinator is responsible for collecting, packaging, and shipping secure test materials to Pearson via UPS **no later than May 17, 2021**. Secure test materials can be returned once tests have been administered and data entry is complete; districts do not have to wait until the end of the testing window to return secure test materials.

Test materials may be returned from either the district or the school, regardless of the location where they were received (e.g., even if shipped to the district, materials can be returned by the school). Return labels are located in the Coordinator Kit, which was sent to the original shipping location (district or schools). If additional Pearson or UPS return labels are needed after the additional order window closes, call the Pearson help desk at 888-817-8659 or submit a help desk request (PearsonAccess Next > Support).

Note: If any secure test materials are missing, the District Assessment Coordinator (DAC) must continue to work with the school to locate the missing test materials. Contact MDE at mde.testing@state.mn.us with questions.

**Secure Test Materials to Collect and Return**

| MCA Secure Test Materials | MTAS Secure Test Materials |
|---|---|
| <ul><li>12-point regular print test books (reading and mathematics only)</li><li>Large print (18- and 24-point) test books</li><li>Braille test books and *Test Monitor Notes* for braille</li><li>Mathematics and science scripts</li></ul> | <ul><li>Task Administration Manuals</li><li>Presentation Pages</li><li>Adaptations to Presentation Pages</li></ul> |

Note: MTAS Response Option Cards (used or unused) and any other materials used by students during test (e.g., scratch paper, translated word lists) must be securely disposed of. The secure disposal must be completed no more than 48 hours after the close of the testing window.

## Damaged or Defective Test Materials

Secure test materials that contain a defect, or that are torn or damaged, should be returned in a plastic bag or envelope with secure test materials. If the security number is illegible or the secure test material has been destroyed, report the security number of the affected material(s) to the Pearson help desk.

Any MCA test books that are damaged by vomit or blood must have the responses entered online, if possible. Secure test materials damaged in this manner should be destroyed or disposed of securely (e.g., shredding, burning) and the security number of the destroyed test materials reported to the Pearson help desk. These test materials should not be returned to Pearson.

# Collecting and Returning Secure Test Materials

➢ Use the security checklists to ensure all secure test materials have been collected.

➢ Place secure test materials in the shipping boxes that the materials arrived in (or other boxes, as needed).
- MCA and MTAS test materials can be returned together in the same boxes.
- Boxes may be consolidated (i.e., fewer boxes used) for the return of materials.
- Materials shipped to different sites can be returned in the same box (e.g., materials shipped to different schools can be returned together).

➢ *Test Monitor Notes* must be placed on top of the braille test books when packaging for return to Pearson and should not be placed in the test books.

➢ Attach both a **MAGENTA** Pearson and **WHITE** UPS Return (RS) label to each applicable box.

- Attach a **MAGENTA** Pearson return label to each box of secure test materials. If reusing boxes in which test materials arrived, the return label should be affixed so that it covers the original label on the shipping box.

Sample Label Placement when Reusing Boxes

- Attach a **WHITE** UPS Return Shipping (RS) label to each applicable box using clear plastic shipping tape over the entire label making sure that it is not applied across the box flap seam. Do **NOT** send any boxes via UPS without a UPS-RS label.

  o Keep records of your shipments to Pearson by keeping the bottom portion of the UPS return label that contains the tracking number. In addition, note the date and number of boxes picked up.

  o Districts may also create their own methods of documenting return shipment information.

2

> Arrange for a pickup by calling UPS at 800-823-7459. (Do **not** call the UPS general pickup number found on the UPS website.)

- Schedule a date and time for pickup. Inform UPS there are UPS-RS labels attached to the boxes being returned. **Schedule the pickup at least one day in advance. Same-day service is not available in all areas.**

- Tell the UPS service representative the tracking numbers printed on the UPS-RS labels. The service representative will use these numbers to bill Pearson for the charges.

Note: If you are unable to arrange UPS pickup, you may also drop boxes off at a UPS pick up location. Retain a receipt from the location and track the package from pick up to delivery.

> Ensure that staff are aware of the location of boxes for pickup and that materials are kept secure until picked up. Secure test materials may be picked up along with any other UPS shipments from the district/school, but any Pearson shipments must be set apart for the driver.

> If there is a question or problem with the UPS pickup process, call the Pearson help desk at 888-817-8659.

> Provide a copy of the completed *School Security Checklist* to the DAC; do not return them to Pearson. Security checklists must be kept on file at the district for two years after the end of the academic school year in which testing took place.

> See the *Accessing the Secure Materials Status Report* user guide for information tracking the secure test materials received at Pearson in PearsonAccess Next (PearsonAccess Next > Resources & Training > User Guides).

*Returning Secure Test Materials*