

3. PACKAGING MATERIALS FOR RETURN TO DRC

The following process should serve as a guideline for District Assessment Coordinators when packaging secure test materials for return to DRC. For schools that return materials directly to DRC, the School Assessment Coordinator is also responsible for the packaging steps described in the preceding section.

- a. Condense school boxes whenever possible. DRC does not require that the assessment booklets be sorted by school within the district boxes, only that the answer booklets are boxed separately from the test booklets.
- b. Send all Test Security Certifications to the Chief School Administrator for filing. Do not return Test Security Certifications to DRC.
- c. Place all answer booklets (used and unused) into one of the protective DRC Return Shipment Bags. Seal the bag tightly using one of the plastic ties provided. All answer booklets must be placed into a DRC Return Shipment Bag. After the booklets have been placed into a DRC Return Shipment Bag, place the filled bag into a DRC box. Test booklets and unopened packages do not require plastic bags and can be placed directly into a separate DRC box. NOTE: District Assessment Coordinators and School Assessment Coordinators should not open or look into answer booklets or test booklets.
- d. Use filler (e.g., crumpled paper or bubble wrap) to make sure that the test materials do not shift during transport.
- e. Close the boxes by folding the flaps to cover the previous shipping labels. The A and B printed on the flaps should be exposed.
- f. Securely tape all boxes using heavy-duty shipping tape. It is recommended that you **use at least three strips of tape across both the top and bottom of the box** to ensure the contents are secure during shipping.
- g. Affix a DRC Return Shipment Label (Answer Booklets or Test Booklets and Unopened Packages) to the top of the box flap labeled A. For sites with very small quantities, both answer booklets and test booklets can be returned in the same box. Use both types of DRC Return Shipment Labels when returning answer booklets and test booklets in the same box. If the purple/lilac label is not on a box that contains scorable answer booklets, these answer booklets may not be scored.
- h. Affix a UPS Return Shipment Label to the top of the box flap labeled B. DRC and district addresses are preprinted on the label.
- i. **IMPORTANT:** Record the UPS Tracking Number for each package, noting the assessment(s) for which it was used and the content of each box. Please keep the number(s) for future reference to document the materials returned to DRC. The LEA is responsible to ensure that all materials are returned to DRC.
- j. Keep the boxes in a secure, locked location until they are given to the UPS driver.
- k. Schedule a pick-up with UPS as soon as boxes are ready to be picked up. Ensure all boxed materials are included in the UPS pick-up.
- l. Schedule a pick-up with UPS for the remaining make-up materials and test booklets to occur no later than two business days after the close of each assessment window.

If the district office does not have a daily, scheduled UPS pickup, **call UPS at 1-866-857-1501** to arrange for materials pickup. Specify that you are using pre-paid, UPS ground return shipment labels. You must call at least one day prior to the day on which you will ship your materials. If you need additional labels, submit the Additional Materials Request in eDIRECT.

Please refer to the following diagram for further clarification on how to package return materials to DRC.

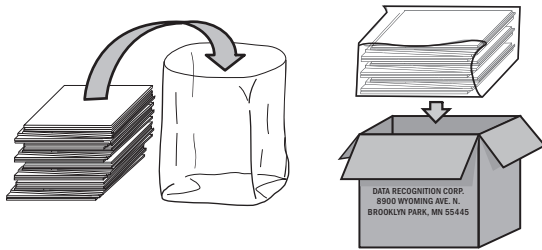
Final District Assessment Coordinator Checklist for Returning Test Materials to DRC

BAGGING, BOXING, PACKING, LABELING, AND TAPING INSTRUCTIONS

IMPORTANT: Use this checklist in addition to the step-by-step instructions for packaging secure answer and test booklets. After verifying the return of each school's materials, use this checklist to prepare each box for shipment to DRC.

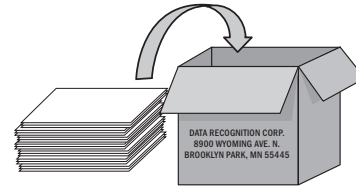
- Pack test materials in boxes provided by DRC. Place answer booklets within the protective, plastic DRC return shipment bags.
- Seal each DRC return shipment bag containing answer booklets tightly using one of the plastic ties provided.

Boxes containing answer booklets



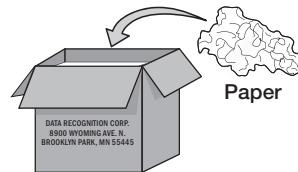
Answer booklets should be placed into a DRC return shipment bag. Seal the DRC return shipment bag and place it in the DRC box. This includes used and unused Answer Booklets.

Boxes containing test booklets and unopened packages

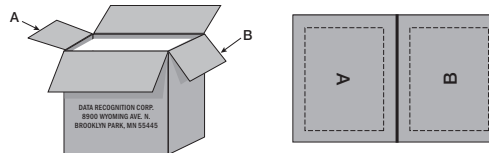


Test Booklets and unopened packages for all subjects do not need to be returned in a DRC return shipment bag when returning them to DRC. These packages can be placed directly into a separate DRC box.

- Boxes of answer booklets do not need to be sorted by school, subject, or class. Condense the answer booklets to fill the boxes to the top. Fill any empty space in the boxes with crumpled paper or bubble wrap to ensure that test material does not shift during transit.



- Fold the flaps with old shipping labels first to expose the A and B flaps.



- Affix a DRC return label of the appropriate color to flap A and verify that each label has the correct district/school name and address. Boxes containing answer booklets should have a **lilac** label; boxes containing test booklets and unopened packages should have a **white** label.



- Affix a UPS label to flap B.



- Tape boxes securely by using three (3) pieces of packing tape on **BOTH** the top and bottom. Overlap the tape, and make sure it wraps around the sides at least 2 inches.



Bottom

Wrap tape 2" on sides

Top