

WESTEST 2 ~ 2010

Principal/BLC Return of Materials Checklist

- Keep CTB boxes for returning materials to the County Test Coordinator
- Verify all test books checked out to each examiner are returned, including braille and large print
- Process damaged test books:
 - Notify CTC
 - Transcribe student responses to a new test book(Gr.3)/answer document (Gr.4-11)
 - Scribe Verification Form completed (copies for School, County, WVDE, and CTB/McGraw-Hill)
 - Letter of explanation completed—See Test Coordinator’s Manual page 43
 - Place damaged test book/answer document in a sealed container
 - Document on the School Security Checklist
 - Send damaged test book/answer document to CTC with copies of documentation
 - Process transcribed test book/answer document with TO BE SCORED materials

GRADE 3 ONLY--Verify Correct Bundling of Test Books/Answer Documents

GRADE 3 Used Test Books

- Stacks of 10 or less
- Spines facing in same direction
- Test Books in numerical order
- Stack Cover Card completed correctly and placed on each stack of 10 or less
- GIS completed correctly and placed on the top of the first stack of each group
- Each stack secured with bands provided by CTB/McGraw- Hill
- Placed in boxes with Green labels—TO BE SCORED

GRADE 3 Unused Test Books

- If unopened, keep shrink-wrapped
- Stacks of 10 or less, secured with bands provided by CTB/McGraw- Hill
- Placed in boxes with Yellow labels—DO NOT SCORE

GRADE 3 Braille/Large Print Test Books

- Student responses transcribed to the standard size book that accompanied
- Scribe Verification Form completed
- Standard size book processed with Used Test Books—TO BE SCORED
- Braille/Large Print books returned with DO NOT SCORE

GRADES 4-11 ONLY--Verify Correct Bundling of Test Books/Answer Documents

GRADES 4-11 Used Answer Documents

- Stacks of 25 or less
- Spines facing in the same direction
- Each stack in an Answer Document Envelope with completed information
- GIS completed correctly and placed in front of the Answer Documents in the first envelope of each group

___ Each group of Answer Document Envelopes labeled “ ___ of ___”

___ Placed in boxes with Green labels—TO BE SCORED

GRADES 4-11 Test Books

___ If unopened, keep shrink-wrapped

___ Stacks of 10 or less, secured with bands provided by CTB/McGraw- Hill

___ Placed in boxes with Yellow labels—DO NOT SCORE

GRADES 4-11 Braille/Large Print

___ Student responses transcribed to the Student Answer Document that accompanied

___ Scribe Verification Form completed

___ Answer Document processed with Used Answer Documents—TO BE SCORED

___ Braille/Large Print books returned with DO NOT SCORE

___ Properly box materials:

___ Keep examiner’s or grade level bundles together

___ Box and label materials as indicated:

Green label: Public—TO BE SCORED
 Grade 3 **Used** Test Books
 Grades 4-11 **Used** Answer Documents

Pink label: Non-Public/Home-Schooled—TO BE SCORED
 Grade 3 **Used** Test Books
 Grades 4-11 **Used** Answer Documents

Yellow label: NOT TO BE SCORED
 Grade 3 **Unused** Test Books
 Grades 4-11 **All** Test Books and unused Answer Documents
 All Braille and Large Print Test Books

___ Arrange all green label boxes together, then all pink label boxes, then all yellow label boxes

___ Complete the SCH side of shipping label: Start with Green labels--“1 of ___”; then pink, then yellow

___ Copy SGL(s) for school records

___ Place original SGL s (one each for Public/ Home-Schooled/ Non-Public) in envelope in box “1 of ___”

___ Send **unsealed** boxes to CTC. In addition to the GIS and SGLS, make copies for the school and send originals to CTC:

___ School Security Checklist

___ Examiner’s Security Checklists

___ WVS.326 documentation

___ Testing Irregularity Form

___ Invalidation/Breach Form

___ Scribe Verification Forms (if a scribe was used)

****Shred all scratch paper**