

COUNTY TEST COORDINATOR RETURN OF MATERIALS CHECKLIST

- _____ 1. Handling of Damaged Booklets
 - _____ Obtain approval to destroy damaged test booklet
 - _____ Verify transcription of damaged test booklet via school Security Checklist and Scribe Verification Form.
 - _____ Letter sent to CTB/McGraw-Hill and WVDE explaining circumstances containing
 - School, grade level and bar coded number on booklet
 - Student name and WVEIS number
- _____ 2. Verify all test booklets checked out to a school are returned, including Braille and Large Print. Use School Security Checklists for this process.
- _____ 3. Verify bundling and labeling of test booklets.
 - _____ Group Information Sheets (GIS) completed
 - _____ Stack cover card
- _____ 4. Check all School Group Lists (SGL) for accuracy and place in envelope provided. Place all SGLs in box #1 from the county.
- _____ 5. Place bundled booklets in correct color-coded boxes and complete county labels.
 - _____ Blue label: Public School, ***completed*** and ***partially completed***
 - _____ Orange label: Non-Public, Home Instructed
 - _____ Purple label: Unused, Large Print and Braille
- _____ 6. Place the county label ***beside*** the school label if school label is correct. If the school color label is incorrect, ***cover*** the school label with the county label.
- _____ 7. Group all colored label boxes together and number sequentially. All the **Blue** boxes will be numbered first starting with #1, followed by **Orange** boxes and then **Purple** boxes.
- _____ 8. Complete Box Count Verification form.
- _____ 9. Call FedEx to schedule pickup of **Security Checklists** and **Box Count Verification Form at 1-800-463-3339.**
- _____ 10. Schedule the pickup of sealed boxes of test booklets using the website for scheduling pick-up: <http://programs.ctb.com/westest>

For problems contact: CTB/McGraw-Hill Customer Service Department 1-800-282-6259.