

PRINCIPAL/BUILDING LEVEL TEST COORDINATOR RETURN OF MATERIALS CHECKLIST

- _____ 1. Be sure damaged test booklets have been processed:
 - _____ CTC Notified
 - _____ Responses transcribed to new test booklet
 - _____ Damaged test booklet placed in sealed container
 - _____ Scribe Verification Form completed (2 copies: School, CTC)
 - _____ Damaged test booklet returned to CTC
 - _____ Test booklet with transcribed responses processed with completed or partially completed test booklets

- _____ 2. Separate the **completed** and **partially completed**, from the **unused** test booklets.
 - _____ Verify return of all test booklets from each examiner
 - _____ Make sure the numbers listed on the School Security Checklist matches the test booklets returned from examiners
 - _____ All discrepancies must be resolved before materials are returned to County Test Coordinator

- _____ 3. Beginning with the **completed** and **partially completed** test booklets, check the number of students reported on each Group Information Sheet (GIS) with the number of students reported on the School Security Checklist. The GIS should include the following:
 - _____ List grade level if reporting by grade level OR
 - _____ Teacher's name – last name first, space, first initial if reporting by class
 - _____ Number of students tested – right justified
 - _____ Grade level tested – correctly bubbled

- _____ 4. Transfer the information from each teacher's GIS form to the School/Group List (SGL) **EXACTLY** as written and bubbled in on the GIS.

- _____ 5. Stack test booklets in groups of 10 or less by grade level or by teacher. For each stack ensure that:
 - _____ Booklets are all the same grade level
 - _____ Spines are facing the same direction

- _____ 6. Place a completed stack cover card on top of each stack. Make sure each stack cover card contains the following:
 - _____ Teacher's name – last name first, followed by first initial
 - _____ County Number – three digits (Zero placed before the county 2-digit number.)
 - _____ School Number – three digits
 - _____ Grade – Grade level tested
 - _____ Bundle/Stack ___ of ___ (Number "1 of X", "2 of X" etc.) with "X" being the total number of bundles for that grade level or teacher
 - _____ Total number of students listed on the GIS – check that this number is the total of test booklets in ALL bundles for that grade level or teacher
 - _____ Total number of test booklets in this bundle – check that this number is the total of test booklets in THIS bundle for that grade level or teacher

- _____ 7. Insert the completed GIS under the Stack Cover Card in the first bundle for that grade level or teacher.
- _____ 8. Secure each bundle with one horizontal and one vertical band. **Use only bands provided by CTB/McGraw-Hill.**
- _____ 9. Place marked bundles in the CTB/McGraw-Hill box(es).
 - _____ Keep each grade level or teacher's bundles together in the box(es)
 - _____ Bundle "1 of X" is placed on top of the stacks for that grade level or teacher
 - _____ Keep grade level bundles grouped together and packed in the same box(es) if possible
 - _____ Test booklets for non-public school students are boxed separately
- _____ 10. One School/Group List is generally needed for each school.
 - _____ Home instructed (home schooled) students tested with the public school students are listed on a separate home instructed SGL
 - _____ School/Group List(s) are returned to the County Test Coordinator
 - _____ Each school should keep a copy of the SGL(s) for their files
- _____ 11. Place all unused test booklets sorted by grade level in CTB/McGraw-Hill boxes.
 - _____ Unused test booklets do not need to be bundled
 - _____ If unopened, keep test booklets banded
- _____ 12. Fill in all information on the blue, orange and purple labels.
 - _____ Blue labels for public schools are placed over the CTB/McGraw-Hill shipping labels
 - _____ Orange labels for non-public and home instructed students are placed over the CTB/McGraw-Hill shipping labels
 - _____ Purple labels for unused, large print and Braille test booklets are placed over the CTB/McGraw-Hill shipping labels
- _____ 13. Boxes are not to be sealed by the principal/building level coordinator.
- _____ 14. Keep a copy of the School Security Checklist, school group list, school rosters and test irregularities sheets for the school's record.
- _____ 15. Shred all scratch paper as it is considered secure.
- _____ 16. Deliver unsealed boxes to the County Test Coordinator with the following:
 - _____ School Security Checklists
 - _____ Test Irregularity Sheets
 - _____ School Group List