

WESTEST 2 ~ 2010
County Test Coordinator
“Return of Materials” Checklist

- ___ 1. Verify pick-up date as either June 7 or 8 and have final box count ready when driver arrives
- ___ 2. Verify 100% of test books checked out to a school are returned, including braille and large print
- ___ 3. Verify 100% of answer documents from each school are returned.
- ___ 4. Verify all boxes contain the correct material and colored label.

Green: PUBLIC – TO BE SCORED
Grade 3 **Used** Test Books
Grades 4-11 **Used** Answer Documents

Pink: NONPUBLIC/HOME SCHOOLED – TO BE SCORED
Grade 3 **Used** Test Books
Grades 4-11 **Used** Answer Documents

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

- ___ 5. Braille and large print test books in boxes with **yellow** labels.

- ___ 6. Check Damaged Test Books:

- ___ Obtain approval from WVDE
- ___ Transcribe all responses to new test book/answer document
- ___ Complete **Scribe Verification Form**
- ___ Destroy damaged test books/answer documents
- ___ Copy of **Scribe Verification Form**
- ___ Note destroyed test book(s) on **Security Checklist**

- ___ 7. Test Books

Grade 3 USED Test Books - TO BE SCORED

- ___ Verify correctness of bundling for used books.

- ___ Stacks of 10 or less
- ___ Spines facing in same direction

___ **GIS:**

- ___ Last name, space, first initial
- ___ Total number students - total of ALL books for that examiner/grade level
- ___ Include Breach test books
- ___ Grade 3 – bubbled

___ **Stack Cover Card:**

- ___ Last name, first initial
- ___ 3 digit county code (zero in front of 2 digit county code)
- ___ School number – 3 digits
- ___ Bundles – “1 of X” etc., total number of bundles for that examiner/grade level
of Total number of test books in THIS bundle for that examiner/grade level

___ **GIS** under **Stack Cover Card** in first bundle for that examiner/grade level

- ___ Examiner’s or grade level bundles together

- ___ Placed in boxes with **green** labels - **TO BE SCORED**

Grade 3 Unused Test Books – DO NOT SCORE

- ___ Unused **Grade 3** test books bundled and placed in boxes with **yellow** labels DO NOT SCORE

Grade 4-11 Test Books (ALL) – DO NOT SCORE

- ___ Test books bundled and placed in boxes with **yellow** labels – DO NOT SCORE.
- ___ DO NOT SCORE material should be boxed by school, and with grade order maintained
- ___ Place marked bundles in CTB boxes.
 - ___ Examiner's or grade level bundles together
 - ___ Grade level bundles together – in same boxes if possible
 - ___ **Non-public test books boxed separately**

___ 8. Answer Documents

USED Grades 4 - 11 Answer Documents – TO BE SCORED

- ___ 25 Answer Documents per envelope
- ___ First envelope for each examiner/grade level contains **GIS**
- ___ Verify that information is correct on **GIS**
- ___ Quantity listed on **GIS** matches **SGL** and quantity of answer documents in envelopes
- ___ Envelopes for examiner/grade level clearly marked as ___ of ___
- ___ Place envelopes in boxes with **green** labels – TO BE SCORED

UNUSED Grades 4 - 11 Answer Documents – DO NOT SCORE

- ___ Place all **unused** answer documents from each school in **DO NOT SCORE** boxes
- ___ Place envelopes in boxes with **yellow** labels – DO NOT SCORE

___ 9. Nonpublic/Home instructed

- ___ Verify 100% of test books and answer documents are returned
- ___ All **used Grade 3 test books** and **Grades 4-11 answer documents** in boxes with **pink** labels – TO BE SCORED

___ 10. Check **School Group Lists (SGLs)** for accuracy – mirrors information on **GIS** - 1 per school. (Home Instructed and Nonpublic each have a separate **SGL**.)

___ 11. Place all **SGLs** in envelope(s) provided and in box 1 for county

___ 12. Group all colored label boxes together and number sequentially (e.g., Total of 200 boxes – **green** labeled boxes would begin with box 1, followed by **pink** labeled boxes and **yellow** labeled boxes ending with box 200.)

___ 13. Complete county portion of labels

___ 14. Seal boxes

___ 15. Complete **Box Count Verification Form**

___ 16. Place copy of **Security Checklists** and **Box Count Verification Form** in envelope provided

___ 17. Call FedEx to schedule pickup of **Security Checklists** and **Box Count Verification Form** at **1-800-463-3339**. Send to CTB/McGraw-Hill

___ 18. For problems or to verify pick up date contact:
CTB/McGraw-Hill Customer Service Department at 1-800-282-6259.