

PASS Materials Return

*These pages should replace pages 36-40 of the PASS TAM as it relates to return procedures for the **PASS May assessments**.*

Instructions for Return Shipments

Step 1 – Verify Labeling

Make sure that all answer documents have preprinted student information or a student label. Appropriate labels include: a new student precode label (May assessment only) or an override label.

If answer documents are returned to the contractor without preprinted information or a label, they will not be scored. Rescores will be at the district's expense.

Place a "Do Not Score" label on any **used answer documents** that should **not** be scored.

Place a "Do Not Score" label on any **unused preprinted** (precoded) answer documents.

Do not open unused shrinkwrapped materials.

Step 2 – Verify Answer Document Coding

Be sure that the accommodation codes have been completed for the appropriate students. Answer document coding of student demographic information must be completed in a **supervised** setting.

Step 3 – Complete Answer Document Return Form

The Answer Document Return Form allows schools to send score reports to another school by specifying a fall assignment code (school number).

Complete one answer document return form for **each** grade-level tested. Following Return Shipment 2 schools are to use the electronic version of the Answer Document Return Form available on eDIRECT. Combine the number of scorable answer documents in Return Shipment 1 and Return Shipment 2 and enter the total on the electronic version of the Answer Document Return Form.

Because you are completing the Answer Document Return Form online, you won't be using the yellow envelope labeled, "Place Answer Document Return Forms in this Envelope". Return this empty yellow envelope in a scorable box for Return Shipment 2.

Step 4 – Sign Security Checklists

Use the electronic version or the paper copy of the School Security Checklist to indicate the materials that have been packaged for return. The STC and preferably one other person should initial the appropriate column on the School Security Checklist.

For hard copy returns, put the **white** copy of all School Security Checklists in the envelope labeled "**Place Security Checklists in this Envelope.**" These envelopes should be returned in the nonscorable boxes with **return shipment 2** for the May assessment. The pink copy of the School Security Checklist should be returned to the DTC.

Retain the yellow copy of the security checklist for the school's records.

STC Guidelines for Returning Security Checklists Electronically

You won't be using the envelope labeled "**Place Security Checklists in this Envelope**"; however, the empty envelope must be returned to DRC in a nonscorable box in the Return 2 shipment. The day after materials are returned, send the completed security checklist (in Excel format) to your DTC via e-mail attachment. For more information on how to use electronic security checklist, see page 15 of the *TAM*.

Step 5 – March Writing Assessment Return Shipment

Step 6 – May Assessment - Return Shipment 1

By Monday, May 16

If you do not have a daily scheduled UPS pickup, call UPS at 1-866-857-1501. Tell UPS that you would like to schedule a pickup and that you have return service labels. Give the service representative the tracking number of each UPS return service label. This will let UPS know that DRC will be paying all return charges. Also, tell the service representative what day and time your packages will be ready for pickup.

The UPS pick-up deadline for your return shipment 1 for May is Tuesday, **May 17**.

Using the original shipping boxes, separate and package test materials into scorable and nonscorable boxes.

Note: Returning nonscorable materials with return shipment 1 is optional. **All schools must return scorable materials with return shipment 1.**

Return Shipment 1 - Scorable Materials

Place all scorable materials in separate boxes from nonscorable materials.

Scorable materials include all answer documents for students who have completed testing. This includes answer documents for students who tested with Braille materials.

Materials do not have to be boxed by grade.

Do not include answer documents for students who require make-up testing.

Check the test booklets to ensure that the scorable answer documents have not been placed inside these documents.

Home school test materials were not returned properly following the March writing test. Please make arrangements to have all home school answer documents and other secure test materials returned to the Assessment Office by the end of the day on May 16. Make sure a home school override label has been completed and placed on each home school answer document that should be scored. Ensure that the label indicates "Home School" for the school name. In addition, make sure that all necessary coding has been completed.

If needed, place newspaper or other packing material on top of each box to keep materials immobile during transit. Securely seal the boxes.

Affix a **pink** preprinted return address label marked “scorable” on the outside of flap A of each box and complete the STC line (Box _ of _) on each label.

Place a white *overnight* UPS return service label on the outside of flap B of each scorable box being returned.

Keep all test materials secure until they are picked up by UPS.

Return Shipment 1 - Nonscorable Secure Materials (optional)

Place all nonscorable test materials in separate boxes from the scorable materials. Nonscorable materials include all used test booklets and customized materials that are no longer needed for testing.

Place all remaining Braille materials into the plastic bag and return them in the boxes of nonscorable material.

Follow the same boxing instructions as listed for scorable materials.

Affix a **gray** preprinted return address label marked “nonscorable” on the outside of flap A of each box and complete the STC line (Box _ of _) on each label.

Place a white *ground* UPS return service label on the outside of flap B of each nonscorable box being returned.

Step 7 – May Assessment - Return Shipment 2

By Monday, May 23

If you do not have a daily scheduled UPS pickup, call UPS at 1-866-857-1501. Tell UPS that you would like to schedule a pickup and that you have return service labels. Give the service representative the tracking number of each UPS return service label. This will let UPS know that DRC will be paying all return charges. Also, tell the service representative what day and time your packages will be ready for pickup.

The UPS pick-up deadline for your return shipment 2 for May is Tuesday, **May 24**.

Using the original shipping boxes, separate and package test materials into scorable and nonscorable boxes.

Return Shipment 2 – All Remaining Scorable Materials

Place all scorable materials in separate boxes from nonscorable materials.

Scorable materials include all remaining scorable answer documents. This includes answer documents for students who tested with Braille materials. The unused yellow answer document return forms envelope should also be returned in the scorable boxes.

Materials do not have to be boxed by grade.

Check the test booklets to ensure that the scorable answer documents have not been placed inside these documents.

Home school test materials were not returned properly following the March writing test. Please make arrangements to have all home school answer documents and other secure test materials returned to the Assessment Office by the end of the day on May 23. Make sure a home school override label has been completed and placed on each home school answer document that should be scored. Ensure that the label indicates "Home School" for the school name. In addition, make sure that all necessary coding has been completed.

If needed, place newspaper or other packing material on top of each box to keep materials immobile during transit. Securely seal the boxes.

Affix a **pink** preprinted return address label marked "scorable" on the outside of flap A of each box and complete the STC line (Box _ of _) on each label.

Place a white *overnight* UPS return service label on the outside of flap B of each scorable box being returned.

Keep all test materials secure until they are picked up by UPS.

Return Shipment 2 – All Remaining Nonscorable Secure Materials

Place all nonscorable test materials in separate boxes from the scorable materials. Nonscorable materials include all remaining test booklets, unused answer documents, and customized materials.

Place all remaining Braille materials into the plastic bag and return them in the boxes of nonscorable material.

Envelopes containing school security checklists should also be returned in the nonscorable boxes (if using paper version). This envelope must be returned even if it is empty.

Follow the same the boxing instructions as listed for scorable materials.

Affix a **gray** preprinted return address label marked "nonscorable" on the outside of flap A of each box and complete the STC line (Box _ of _) on each label.

Place a white *ground* UPS return service label on the outside of flap B of each nonscorable box being returned.

Do not return TAMs, rulers, protractors, reference sheets, unused Answer Document Return Forms, unused labels, or make-up rosters. Retain several copies of the manuals after testing for reference purposes. Other materials may be discarded at the end of the assessment(s).