

READ ME, I CAN HELP YOU PACK - ACCESS for ELLS 2.0 (WIDA)

Reminders:

To ensure that test scores are accurately reported, pack all materials according to the instructions below. Incorrectly labeled or mispackaged materials WILL delay the reporting of students' results.

In Brevard secure and non-secure materials are **NEVER** destroyed, shredded, or thrown in trash. Please place these items in your DC Box(es).

If you require additional shipping materials (e.g. labels, boxes, bags, etc.), please contact Brittnee Joseph at extension 373 or via email at joseph.brittnee@brevardschools.org.

ALL SECURE DOCUMENTS WILL BE PICKED UP ON **Thursday, March 14, 2019**.

DC Boxes - 2019 Type "N" and 2018 Type "S" will be picked-up on **Thursday, May 30, 2019**.

Return Materials:

- Verify that all secure testing materials have been collected from the Testing Administrators
- Ensure that all **TO BE SCORED** materials have a PreID label or yellow District/School Label
 - ✓ If no PreID label, affix yellow District/School Label and complete all demographic information on front and back cover of the test booklet
 - ✓ **DO NOT** place any labels on unused booklets. If a PreID or yellow District/School Label is placed on an unused booklet, it will be processed.

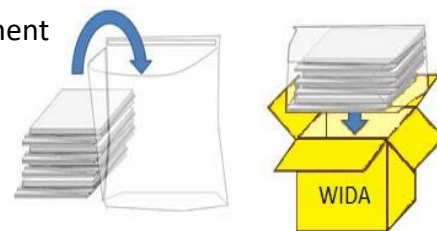
Include:

- Student Response Booklets, by grade
- All Test Administrator's Scripts
- Speaking Test Booklets
- Listening and Speaking Tests CDs
- All used and unused large print and braille test materials
- Alternate ACCESS for ELLs Listening/Reading/Speaking Test Booklets
- Kindergarten ACCESS for ELLs ancillary materials
- Used Planning Sheets for the Writing domain (**must** be returned with secure materials)

WIDA ONLY: ALL TO BE SCORED AND NOT TO BE SCORED MATERIALS WILL BE PLACED IN THE SAME BOX (ES)

Insert: **ALL** above mentioned documents in **plastic return bags and zip tie the bags**

- ✓ Use a plastic bag and zip tie even if you ONLY have **one** document
- Place the plastic bags in the **YELLOW** DRC boxes and apply the **ORANGE** return label (Flap A)
- Label the Boxes 1 of __, 2 of __, etc.



District Assessment Coordinator ONLY Box (DC) Type S or N

Secure DC BOX (Type S)

FILE ALL ORIGINAL copies: These materials MUST be placed in a locked cabinet, at the school, until they are picked up in the spring of 2020.

Include the following materials:

- Testing Administration/Security Checklist
- Test Administrator Prohibited Activities
- Test Materials Chain of Custody Form
- Security Log
- Administration Records/Security Checklist
- Seating Charts
- Original signed ACCESS for ELLs 2.0 Test Administration and Security Agreements
- WIDA Test Session Forms

Non-Secure DC box (Type N): Pick-up on Thursday, May 30, 2019

Include the following materials:

- Test Administration Manuals
- ALL UNUSED LABELS
- UNUSED student Planning Sheets for the Writing domain
- ALL plastic bags and zip ties
- Seal the box – No special label
- On the outside of the box print
 - ✓ DC box Type N
 - ✓ School Year
 - ✓ School Name
 - ✓ School Number
 - ✓ Label the Boxes 1 of __, 2 of __, etc.



If you have SOILED materials, please contact the Testing Office with the security information as soon as the incident occurs.

Returning Soiled materials – Place materials in a sealed bag, place bag in box and write “SOILED” on the outside of the box.