Packaging & Distribution

Receiving and Returning Test Materials
Ordering Additional Test Materials

Jessica Dare, Principal Consultant
IAA Spring 2012
Receiving and Returning Test Materials

- Initial Shipment
- Verifying Inventory
  - Coordinator Kit
  - Test Booklets
Initial Shipment

- IAA materials will be delivered by **Monday, February 6**
- UPS will be the courier
- **For Chicago Schools,** Box 1 will contain the Coordinator kit and test booklets.
- **For non-Chicago Districts,** Box 1 will only contain the Coordinator kit. There will be additional boxes, a box for each school with test booklets.
- **Save the boxes.** Use them to return materials.
Verifying Inventory

• Coordinator Kit
  • Packing List
  • District and School Security Checklists
  • Coordinator Memo
  • UPS Return Labels
  • Pearson BLUE Return Labels
  • Official Tracking Document
  • IAA Implementation Manual

• Test Booklets
Verifying Inventory

District and School Security Checklists

- Verify that each test booklet on the checklist was received.
- Track the test booklet as it is issued to the teacher and returned after testing.
  - Coordinator signs and dates the form when a test booklet is issued.
  - Teacher signs and dates the form when the test booklet is returned to the Coordinator.
Verifying Inventory

Coordinator Memo

- IAA Testing Window
- Online Score Entry Deadline
- Changes for 2012
Verifying Inventory

UPS and Pearson Return Labels

Both labels must be used to return materials.

PRE-SCHEDULED Pick-up is March 21st
**Verifying Inventory**

**Official Tracking Document**

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**OFFICIAL TRACKING DOCUMENT**

**Unreturned IAA Test Booklets**

IF YOU HAVE TEST BOOKLETS NOT BEING RETURNED FOR ANY REASON, COMPLETE THIS FORM AND FAX IT TO PEARSON AT 319-358-4255. DO NOT RETURN IT WITH YOUR TEST MATERIALS.

All test booklets sent to you are secure, must be accounted for before, during, and after the IAA test administration, and must be returned. If a test booklet is not being returned for whatever reason (e.g., destroyed, lost, accidentally discarded, etc.), complete this form and detail why the test booklet(s) is not being returned. Make every effort to locate any missing test booklets from your district or school before completing this form and faxing it to Pearson. Duplicate test booklets are added.

**REQUIRED INFORMATION**

REMINDER – RCDTs codes are 15 digits in length and all digits must be provided at the IAA County level. RCDT codes are 11 digits in length.

If testing from district average, please fill in the following two lines.

<table>
<thead>
<tr>
<th>District RCDT Code:</th>
<th></th>
</tr>
</thead>
</table>

(If district is not listed, please provide the following two lines.)

<table>
<thead>
<tr>
<th>Testing School RCDT Code:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing School Name:</td>
<td></td>
</tr>
</tbody>
</table>

**UNRETURNED TEST BOOKLET CODES**

- 10 – District/School Last Test Booklet
- 11 – District/School Destroyed Test Booklet
- 12 – District/School Never Received Test Booklet
- 13 – District/School Reported Test Booklet(s) Shipped
- 14 – District/School Test Booklet(s) Being Held by the State

If not returned, either test booklet(s) or any reproduction(s) required.

**GRADE LEVEL** | **SECURITY Barcode** | **NUMBER OF MISSING TEST BOOKLET** | **UNRETURNED TEST BOOKLET CODE** (from above) OR DETAILED DESCRIPTION OF WHY THE TEST BOOKLET WAS NOT RETURNED

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**ONLY use this form if you have test booklets that are missing and will not be returned to Pearson.**

**This form needs to be faxed to Pearson. It is not to be packaged with the return shipment.**
Verifying Inventory
IAA Implementation Manual

• Coordinators
  • Roles and responsibilities
  • SchoolSuccess: Online Scoring System

• Teachers
  • Responsibilities prior to, during, and after administration
Verifying Inventory

Test Booklets

- One test booklet per student, based on Pre-ID file
- Distribute test booklets to teachers immediately upon receipt.
- Sharing of test booklets is allowed between students in the same grade, as long as each student receives only their appropriate accommodations.
Ordering Additional Test Materials

• Pearson’s Assessment Network

• Placing an Additional Order
Ordering Additional Test Materials

Pearson’s Assessment Network

• MUST BE entered into Pearson’s Assessment Network system  www.pearsonaccess.com/il

• Additional Order Window opens Monday, February 6th
Ordering Additional Test Materials

Placing an Additional Order

- Order the same form number received in the initial shipment
- Didn’t receive any test booklets at that grade level in the initial shipment, choose any form number

Please try to place just ONE additional order.

- Placed at least 72 hours prior to when the test material will be used.
- Additional orders will be shipped UPS Ground to the same address and to the same person as provided for the initial shipment.
Questions

Interactive Frequently Asked Questions Database

www.pearsonaccess.com/il

Click on Frequently Asked Questions link to access database

Packaging and Distribution

Pearson’s Illinois Customer Support Center
1-888-705-9413
Email: iaa_pearson@support.pearson.com