TO: Tennessee District Test Coordinators
From: DRC Customer Support
Date: April 22, 2020

RE: Returning ACCESS for ELLs and Alternate ACCESS for ELLs Materials to DRC

We realize that the nature of the COVID-19 situation is evolving day to day, so if you have any questions regarding the dates in this email, please contact your State Education Agency.

The deadline for UPS pickup of **ALL** secure test materials for return to DRC is **June 2, 2020.** *Remember, if you do not have daily UPS pickup, you must call UPS to schedule <u>the day before</u> you need the pickup.*

Please view the *After Testing* tutorial on the WIDA Secure Portal for more information on returning materials. You can find the tutorial after logging into the WIDA Secure Portal and clicking on the *Paper-Based* tile in the **ACCESS for ELLs Training Courses.** Then, click the **Afterward** tab and click on **After Testing.**

<u>LABELING BOOKLETS:</u>
Please ensure that correct and complete information is either labeled or bubbled on each student booklet. Failure to address incorrect, missing, or incomplete student information and labels may result in late reporting or no student score. Please follow the steps below carefully.

1. Place Student Pre-ID, District/School, or Do Not Process Labels (where applicable) on the front of the test booklet in the designated area ONLY. (marked A)

   a. If no Pre-ID label, apply District/School Label to the box. (marked A)

   b. If the District/School Label is applied, bubble all demographic information on the back cover using a number 2 pencil.

2. **DO NOT place any label on the security barcode. (marked B)**

3. Leave unused test booklets blank with no label.

4. If a District/School or Pre-ID label is placed on a test booklet, the test booklet will be processed and scored.
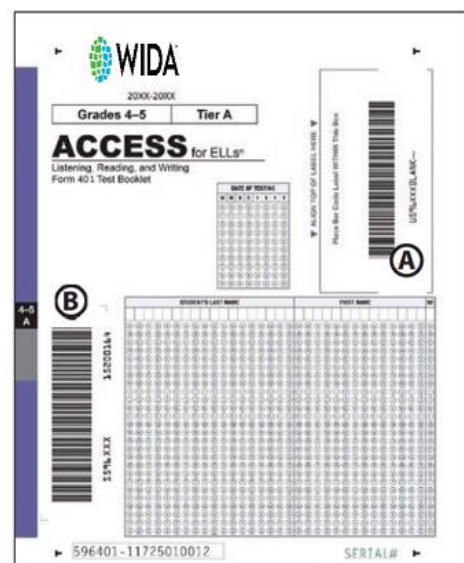
VERIFYING INFORMATION

When gathering the materials after testing, it is crucial to verify the information displayed on the test booklets before returning.

- For District/School Labels Only: Confirm the following information bubbled on the booklet matches what is in WIDA AMS or your state database: **District, School, First Name, Last Name, State Student ID, Birth Date, and Grade.**

    - These values are used to merge the student paper records with the online records in WIDA AMS. Mismatches in data causes separated or improperly merged records in the data file and unmatched reports.
    - If the student information is incorrect in WIDA AMS, correct the information in WIDA AMS so that it matches the correctly bubbled booklet.

- For Pre-ID Labels: If a Pre-ID label is incorrect, you may still use the label. Update the information in WIDA AMS **Student Management**.

- To prevent a test booklet from being processed, place a Do Not Process Label over the District/School Label or Pre-ID label. Do not cross out the label with a black marker.

- Please refer to your state's checklist on the WIDA Website or State Specific Directions for further policies regarding bubbling requirements.

MATERIAL INVENTORY AND ACCOUNTABILITY FORM:

The same process that was used to inventory the original shipment of materials should be completed prior to returning materials in order to confirm all secure materials are accounted for. Every school or district will have a Security Checklist that details every secure material delivered. Please ensure every secure material is being returned; used or unused.

If there are any missing materials, please complete the Accountability Form and list the discrepancy and the secure barcode of the material that is not being returned. This form can be found in WIDA AMS under **Materials > Accountability Form**. At the bottom of the list of materials there is a space labeled "Record reasons for discrepancies here". Record the barcode of the materials and explain the discrepancy.

RETURN INSTRUCTIONS:

1. Please be sure to return all secure materials (CDs, Scripts, Response Booklets, etc.) received **with the exception of**:

   - Test Administrator Manual

   - District and School Test Coordinator Manual

   - Return Material Instructions

   - Any unused labels; please securely destroy them

   - Security Checklists (keep for your records)

   - Confidentiality Agreement (keep for your records)

   - Packing lists

   - School Range Sheets

   - Scratch paper; please securely destroy

2. Line each box with a plastic return bag to protect the test materials during transit.

3. Secure the materials inside the plastic bag with a zip tie before sealing each box.

4. Large Print and Braille materials can be folded to fit inside a standard-sized box.

5. Use the boxes from the original shipment to return used materials. If a box is damaged or lost, you may substitute a box of similar size and strength.

6. Place DRC return and UPS shipping labels on top.

7. Contact the **designated UPS toll free number at 1-866-857-1501** the day **before** you want a pick up scheduled. This number will request to input one of the prepaid tracking numbers.

   o Do not contact your location UPS location directly or attempt to place an online pickup because they do not have record of the pre-paid invoices and you will be asked to pay a fee if you go this route.

   o Before you call UPS, count the number of boxes you have to be picked up.

All boxes need to be kept in a secure location until the UPS driver arrives for pickup.

RETURN OF LATE MATERIALS: If the ACCESS materials aren't able to be returned by **June 2**, you may utilize a Late Return Window. If you need to use a Late Return Window, please notify Nancy Williams at Nancy.E.Williams@tn.gov. If you need to use a Late Return window, please note that:

- Late return materials do not have a data validation window.

- Reports for late materials will not be issued until the late return reporting dates.

- If, after the deadline, a district/school locates any additional materials and needs to send them back to DRC, UPS and DRC Return Labels can be ordered by contacting **DRC Customer Support** at **1-855-787-9615.**

- Please refer to the *District and School Test Coordinator Manual* or the *Test Administrator Manual* in the **Download Library** of the WIDA Secure Portal for step-by-step instructions on the process for preparing test materials for return to DRC. The same steps are covered in both of these manuals for easy reference.

Please contact **DRC Customer Support** with any questions at WIDA@datarecognitioncorp.com or call 1/855-787-9615.

Data Recognition Corporation
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