NOTES

How to Pack Materials for Return to the Testing Contractor

Direct the Collection of Scorable Materials in the District

❑ Collect Scorable Materials

- Scorable materials must be collected and returned by the date specified on the Calendar of Events for each administration.
- Ensure that campus coordinators use the following rules for packing materials
  - Do not mix STAAR 3–8 materials with STAAR EOC materials.
  - Do not submit scorable materials from one administration with scorable materials from another administration.
  - STAAR and STAAR Spanish materials should be returned in the same shipment.
  - Use the packing graphic to determine which materials may be returned together.

❑ Verify That Campus Coordinators Have Correctly Returned Scorable Materials

- Use the campus coordinator's checklist, How to Pack Materials, for returning scorable materials as a verification resource.
- Confirm that scorable shipping labels pre-affixed to each campus's scorable return boxes have been properly filled out by each campus. If campus name and campus ID fields are not filled out, please do so on behalf of the campus.

❑ Complete Answer Document Packing Lists (ADPLs)

- There are separate ADPLs for STAAR 3–8 and STAAR EOC for each administration.
- Answer documents used for students taking STAAR Spanish should be counted with the other STAAR answer documents.
- You can download blank ADPL forms for each administration from the Texas Assessment Management System webpage.
- Complete the ADPL accurately. Make sure that the totals on the Campus and Group ID sheets match the quantities recorded on the ADPL and that these quantities are entered in the correct column and row for each campus on an ADPL.
- Do not include voided answer documents in the quantities recorded on the ADPL.
- Retain a copy of your ADPL for verification of your shipment's contents.
- Return the ADPL in the envelope provided by the contractor.

Calendar of Events

NOTES

THIS FORM SHOULD BE COMPLETED BY THE DISTRICT TESTING COORDINATOR

STAAR State of Texas Assessments of Academic Readiness

MARCH 2016 STAAR ANSWER DOCUMENT PACKING LIST

GRADE 5 (ENGLISH AND SPANISH) MATHEMATICS AND READING,
GRADE 8 MATHEMATICS AND READING

This form will expedite the processing of your test materials. Completion of the Answer Document Packing List will allow receiving personnel to verify the completeness of your district's shipment.

1. In columns C–D, write the number of answer documents submitted for each group on each campus listed. DO NOT LEAVE ANY BLANKS IN COLUMNS C–D FOR ANY CAMPUS LISTED. Enter a "0" for any group for which no answer documents are being submitted.
2. If you are submitting answer documents for a campus that is not listed, write the campus number and name in the columns labeled "CAMPUS NUMBER" and "CAMPUS NAME" on a line at the bottom of the list and complete columns C–D.
3. If a campus number and name have been listed for which you are not submitting answer documents, please draw a line through the number and name of that campus.
4. Retain a copy for your records.
5. Return this completed document with the Oaths of Test Security in the pre-addressed envelope provided for this purpose.

VERIFY COUNTS BEFORE SHIPPING.

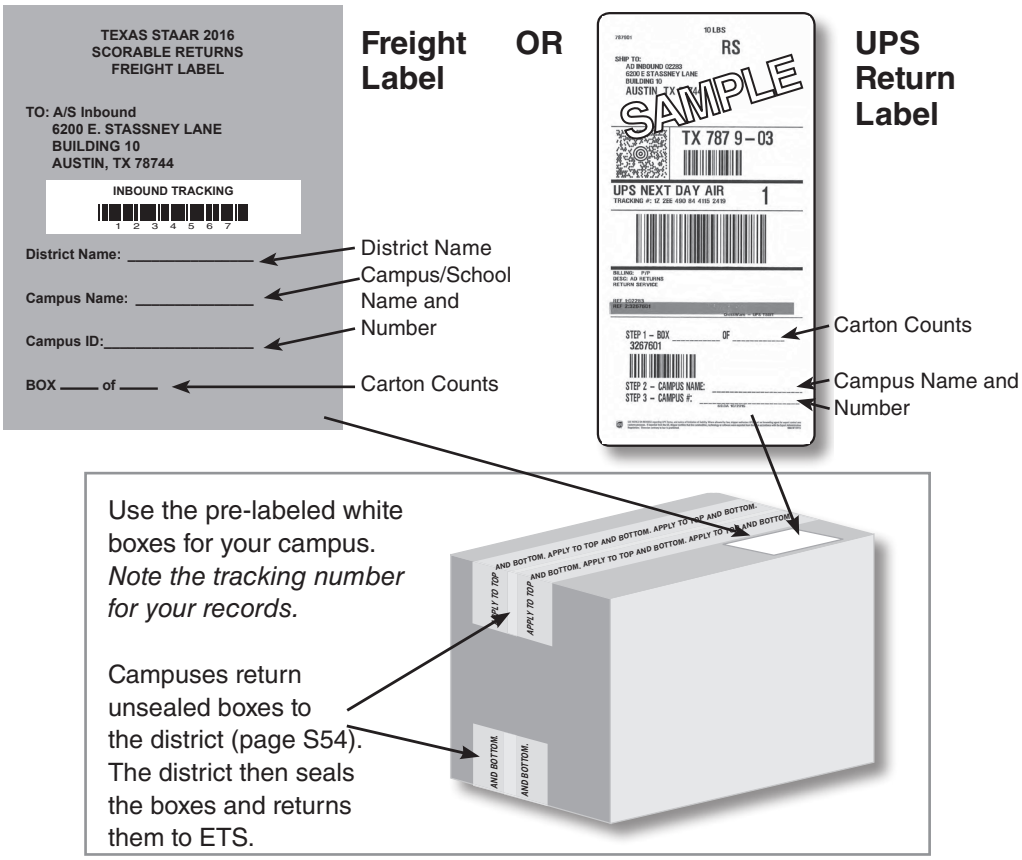
DISTRICT: 001-101 Example ISD
County-District Number **Name**

CAMPUS NUMBER	CAMPUS NAME	NUMBER OF ANSWER DOCUMENTS ENCLOSED	
A	B	C	D
		Grade 5	Grade 8
001	Elementary A	73	0
001	Elementary B	81	0
001	Middle School A	0 ❶	155
~~001~~ ❸	~~Middle School B~~		
101	Elementary D ❷	14	0

Oversee Assembly and Shipping of All Scorable Materials

❑ Seal the Scorable Boxes Securely

- Do not consolidate materials from multiple campuses in a single box.
- Once all boxes are ready for shipping, double seal the top of the boxes.
- Make sure that all boxes have a campus scorable materials return shipping label.



❑ Place District Documents in the Envelope Provided

- For each administration, district coordinators will receive an envelope for the return of the ADPL and the Superintendent and District Testing Coordinator Oaths of Test Security.
  - **NOTE:** Oaths should be returned after all testing for the calendar year is completed.

NOTES

Return All Scorable Materials to the Testing Contractor

❑ Organize Boxes for Delivery

- For Freight Returns, sort all scorable material (white boxes) by campus onto a scorable pallet.
- Be sure to keep like campuses together as the pallet is built.

❑ Call Carrier for Pickup of Scorable Materials

- For UPS Parcel Returns, contact UPS at 1-800-PICK-UPS.
- For Freight Returns, contact Texas Assessment Support Center by calling 855-333-7770 to arrange for your pickup.
  - Texas Assessment Support Center will notify you of the planned carrier arrival date in order for you to prepare the shipments for departure. The carrier will provide the district coordinator with a pre-printed bill of lading or "BOL."
- Contact UPS (Parcel) or Texas Assessment Support Center (Freight) two working days before the pickup date to request that your scorable materials be collected and returned to the address printed on your SCORABLE shipping labels.

Districts are required to maintain shipping records for five years.

NOTES

Direct the Collection and Return of All Nonscorable Materials

❑ Collect Nonscorable Materials from Campuses

- Campuses must return all nonscorable materials in the boxes in which they arrived:
  - test booklets grouped by grade for grades 3–8
  - test booklets grouped by course for EOC assessments
  - braille and large-print materials (if applicable)
  - unused ID sheets
  - unused answer documents

❑ Prepare Nonscorable Materials for Shipping

- Make sure that student answer documents have not been left in test booklets. If you find used answer documents that have been mistakenly left in test booklets, remove them and return with the scorable materials. If your scorable materials have already been returned, call the Texas Assessment Support Center at 855-333-7770 for instructions.
- Braille and large-print test booklets, STAAR regular-print test booklets included in the braille kits, and the specific braille instructions should be returned with the nonscorable test booklets.

❑ Pack Nonscorable Materials and Prepare Boxes for Shipping to Contractor

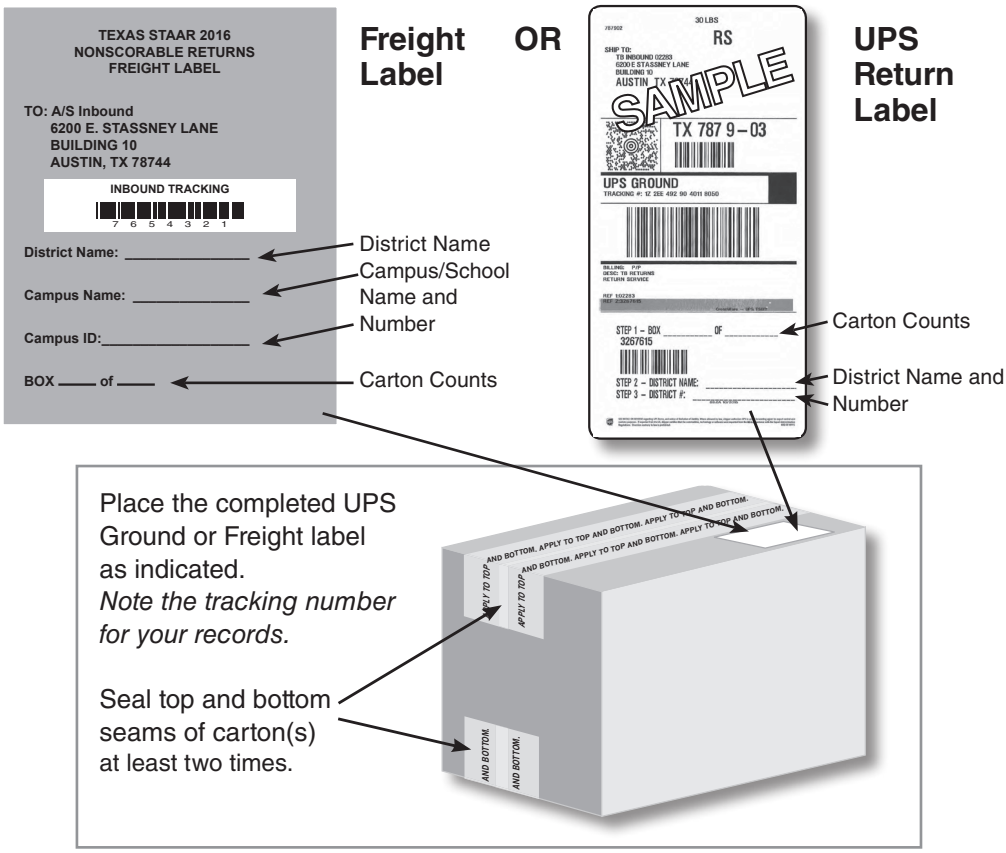
- Return nonscorable materials to the contractor by the dates indicated on the Calendar of Events.
- Pack for each administration of STAAR (including STAAR Spanish) either by campus or by district. If you are packing by campus, be sure that all the materials for a single campus and testing program are grouped together and packed in the box before adding materials from another campus.
- Do not mix STAAR 3–8, STAAR EOC, STAAR Alternate 2, and TELPAS materials.
- Seal the boxes securely, and affix the nonscorable shipping labels to the boxes.
  - District coordinators received the following items for use when returning the shipment of nonscorable materials:
    - UPS Ground Return Label(s) with an orange stripe or an orange freight return label
    - Labels are shipped to each district in the initial overage order in Box 1.

Calendar of Events

- **NOTE:** All secure nonscorable materials should be returned in the brown boxes along with the test booklets.

After the testing is complete:

- Place all nonscorable test materials in the brown boxes.
  - Be sure to return STAAR L Paper Administration Guides and STAAR A Paper Administration Guides. If more cartons are needed, find a box of similar size and construction to return materials in.
- Return tracking labels.
  - If orange shipping labels are lost or get damaged, contact the Texas Assessment Support Center for new labels at 855-333-7770. They will email additional labels that can be printed and applied.
  - If there are extra labels, they should be destroyed. The labels used for tracking are administration specific; do not save them for later administrations.
- Place the label on the carton in the position shown:



- **Important:** When affixing the carrier label onto the nonscorable return carton, be sure to cover any existing labels that were previously used for shipping purposes.

- Update campus name and campus ID on labels.
  - Step 1: In the space on the labels, number each box of scorable materials from each campus in sequence (e.g., 1 of 3, 2 of 3, 3 of 3);
  - Step 2: Write Campus Name;
  - Step 3: Write Campus ID Number.
- Nonscorable shipping labels are specific to each administration. All unused labels should be destroyed at the completion of the administration.
- Nonscorable labels are orange in color for both parcel and freight returns.
  - **NOTE:** This count is campus specific. Do not count scorable boxes.

❑ Call Carrier for Pickup of Nonscorable Materials

- For UPS Parcel Returns, contact UPS at 1-800-PICK-UPS.
- For Freight Returns, contact Texas Assessment Support Center by calling 855-333-7770 to arrange for your pickup.
  - Texas Assessment Support Center will notify you of the planned carrier arrival date in order for you to prepare the shipments for departure. The carrier will provide the district coordinator with a pre-printed bill of lading or "BOL."
- Contact the carrier two working days before the pickup date to request that your nonscorable materials be collected and returned to the address printed on your NONSCORABLE shipping labels.

Districts are required to maintain shipping records for five years.