



Returning  
Out-of-School/  
Out-of-District  
Answer  
Documents



Calendar of  
Events

# How to Pack Materials for Return to District Coordinator

## Return Scorable Materials to District Coordinator

Scorable materials include completed, voided, and unused precoded answer documents.

**NOTE:** Unused blank answer documents are returned with the nonscorable materials.

You have been provided three different types of identification sheets for your scorable materials: the Class Identification (ID) Sheet, the Campus and Group ID Sheet, and the Voided Answer Document ID Sheet. All scorable materials must be returned beneath the appropriate ID sheets. Every answer document with any score code marked must be returned for scoring. All answer documents will be scored and results will be provided for every answer document submitted.

### ☐ Prepare Scorable Materials for Return

- Separate the scorable materials from your nonscorable materials. Keep STAAR materials separate from STAAR Alternate 2 and TELPAS materials.
- Each column on the Calendar of Events represents a separate test administration. Each test administration must be boxed separately, even in smaller districts.

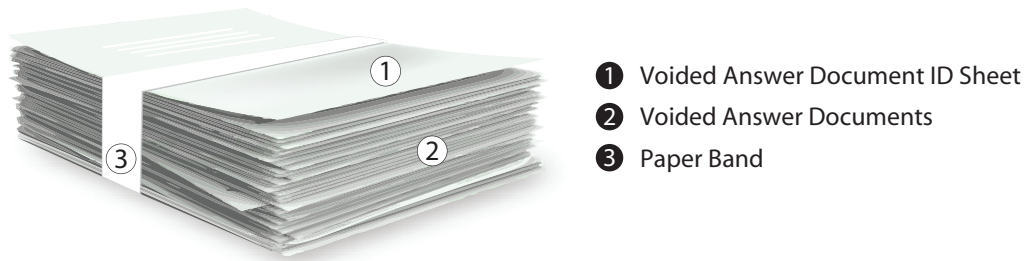
### ☐ Separate and Pack Voided Scorable Materials

- Separate your voided scorable materials from those to be scored. (All voided materials should be marked “VOID” in large, bold letters across the front; any barcoded region and the scanning codes at the right and bottom edges of the document should be avoided during marking.)
- Unused precoded answer documents (student moved, tested in a different mode, etc.) should be voided and returned with the scorable materials.
- Ensure documents are all facing the same direction.
- Stack multi-page documents on top of single-page documents.
- Fill out one Voided Answer Document ID Sheet for voided STAAR answer documents, following the directions on the front of the sheet.
- Place a completed Voided Answer Document ID Sheet on the top of the stack of voided materials. Secure the stack(s) with a gummed paper band.
- If the stack is too large for a single band, you may break it down and use multiple bands. It is important that you mark each band appropriately with campus name and stack count—for instance, “1 of 2” and “2 of 2.”

NOTES

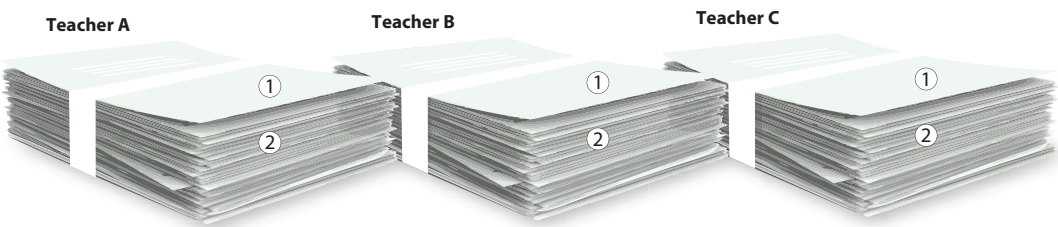
- If returning several stacks of voided materials, a completed Voided Answer Document ID sheet need only be on top of the first stack.
- Place your stack(s) of voided scorable materials at the bottom of your campus scorable materials.
- Use the same boxes in which your test materials arrived to pack test materials for return to your district coordinator.

Voided Answer Documents



Group Answer Documents and Prepare Class ID Sheets

- The Class ID Sheet is used to sort and count answer documents for reporting purposes. Reports for students within each grade are organized according to the campus official whose name is entered on the accompanying Class ID Sheet(s). You must use a Class ID Sheet to designate one or more “classes” (for reporting purposes) within each grade.
- Gather all STAAR answer documents from students in a particular grade.
- Determine how you want your test results for a particular grade to be organized. You may organize your sets by test administrator, campus principal, homeroom teacher, counselor, etc. Group the answer documents accordingly. Fill out the Class ID for each “class,” following the instructions on the back of the sheets. Place the completed Class ID Sheet on top of the appropriate set of answer documents and paper band them together.
- To avoid the need for additional handling during processing, ensure the orientation of all answer documents and Class ID Sheets are facing the same direction, and that the scanning marks at the right side of the document are aligned.
- The illustrations below show sets of grade 5 answer documents, organized by test administrator.



Materials By Class

- 1 Class Identification Sheet
- 2 Answer Documents

## NOTES

- 1 All answer documents beneath a Class ID Sheet must have the same grade level or course name marked on the sheet.

- 2** The exact number of scorable answer documents submitted under a Class ID Sheet must be gridded correctly on that sheet.

**NOTE:** Score results may be delayed for answer documents returned without a Class ID Sheet.

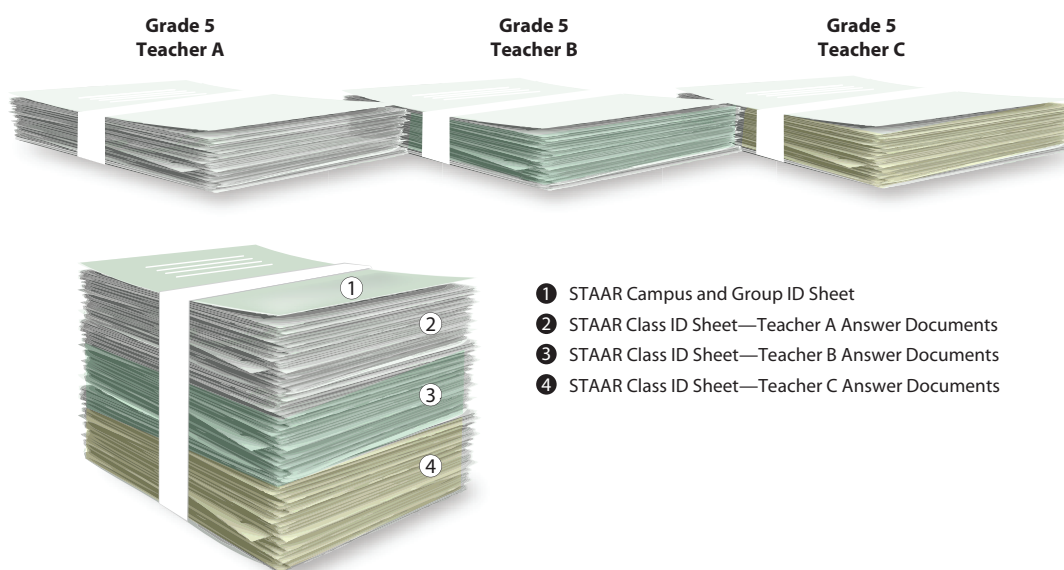
[illegible]

- For STAAR and STAAR Spanish, assemble each “class” into a single stack by grade or course. (Using the preceding example, bring together all of your grade 5 answer documents.)

- 1 All answer documents in the group must match the grade level or course name as marked on the Campus and Group ID Sheet.
- 2 The exact number of scorable answer documents submitted under a Campus and Group ID Sheet must be gridded correctly on that sheet. The number entered on the ID Sheet must match the total of the numbers on the ID Sheets for that group. For example, if you have three Class ID Sheets for your grade 5 group—one with 24 answer documents, one with 16, and one with 17—the number you will enter on the Campus and Group ID Sheet will be 57.

- Secure the stack (with a Campus and Group ID sheet on top) with a gummed paper band. You may tape the gummed paper band to ensure that it fits snugly around the stack.
  - Campus and Group ID Sheets should be facing the same direction as the answer documents and Class ID Sheets.
- If the stack is too large for a single band, you may break it down and use multiple bands. It is important that you mark each band appropriately with campus name, subject, and stack count—for instance, “1 of 2” and “2 of 2.” A completed Campus and Group ID sheet need only be on top of the first stack. Remember to mark each band with the campus name and grade level.

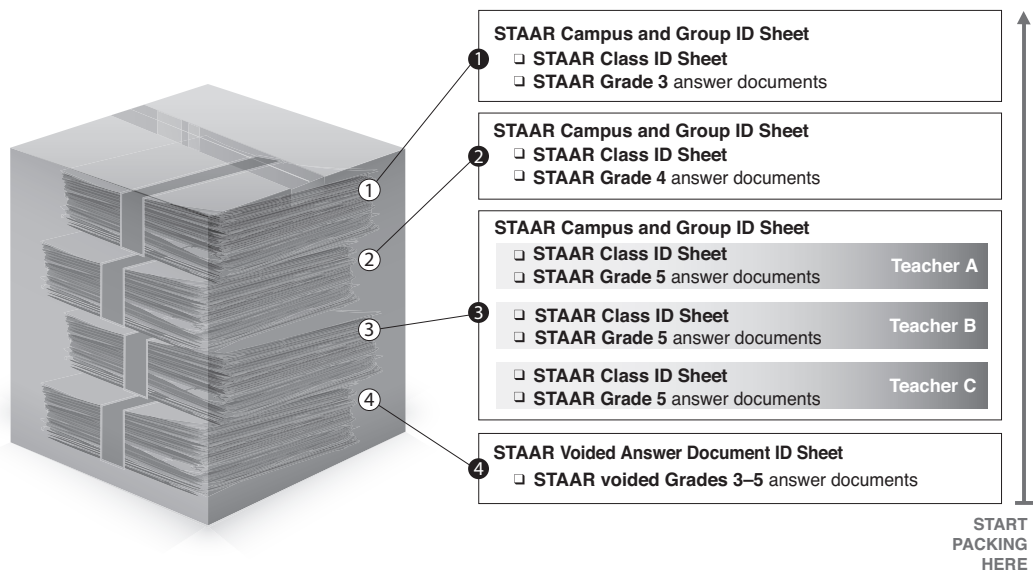
### STAAR Class ID Sheets



NOTES

- Repeat Steps for All Groups; Pack Answer Documents by Group
  - Combine the stacks, with the highest grade level going in first (on top of the voided documents) and the lowest grade level going in last (uppermost in the stack).

Sample Packing Order for an  
Elementary School's STAAR Scorable Materials



Return Scorable Materials to the District Coordinator

- Return scorable materials to the district coordinator by the dates listed on the Calendar of Events.



Calendar of  
Events

Calendar of  
Events

# Return Nonscorable Materials to District Coordinator

## ❑ Return Nonscorable Materials

- Keep all nonscorable materials in locked storage until they are returned.
- Return nonscorable materials in the boxes in which they arrived by the date on the Calendar of Events. Separate material by administration.
- The following nonscorable materials need to be returned to the district coordinator:
  - test booklets grouped by grade for grades 3–8 assessments
  - test booklets grouped by course for EOC assessments
  - braille and large-print materials (if applicable)
  - unused blank answer documents
  - unused ID sheets
  - photocopies of secure test materials (i.e., from a TEA-approved designated support)
- The following nonscorable materials do not need to be returned:
  - unused paper bands
  - shipping notices (save as appropriate)
  - scratch paper, graph paper, or reference materials that students wrote on, as well as any recordings (must be destroyed after testing)
  - seating charts (required to be saved locally for five years)
  - handwritten or typed student responses that have been transcribed onto answer documents (must be destroyed after testing)