MICHIGAN DEPARTMENT OF EDUCATION
TEST MATERIAL MANAGEMENT INSTRUCTIONS
WIN LEARNING WORK READINESS ASSESSMENTS

WIN | Career Readiness Courseware & Credentials

Before Test Administration

➢ Test Materials in this package will include:

- Test Booklets
- Answer Documents
- Oral Administration Kits if applicable
- Instruction Sheet (this document)
- Chain of Custody Form
- Shipment Inventory Form
- Barcode labels
- Return shipping label(s)
- Poly Bag(s) for returning Answer Documents

➢ Use the Shipment Inventory Form to inventory and confirm material counts provided.

➢ Contact WIN Learning's Help Desk at 888-717-9461 Option 2 if you are missing any materials from this order.

During Test Administration

➢ Please refer to the Test Administration Manual or the Test Administrator and Monitor Testing Duties document for detailed test administration instructions.

➢ Please be sure the following information is carefully filled in on the front cover of the Test Booklet: (Students with accommodations may need assistance)

- Student Name (First and Last)
- Location
- Today's Date

➢ The Answer Documents are included in your Test Materials. In order to accurately match test scores and student information, ensure that all fields are completely filled in using a #2 pencil.

➢ **Students must enter the Test ID and Version from the Test Booklet onto their Answer Document.**

➢ Ask students to verify what they have entered matches exactly the Test Booklet cover.

➢ Please be sure the following information is carefully handwritten in the Answer Documents:

- Student Name (Last, First, Middle Initial)
- Test Administrator
- School
- District

➢ Please be sure the following information is completed and correct on the Answer Documents:
- Date of Birth (MM/DD/YYYY)
- Assessment Accommodations (If applicable)
- Test ID (found on the Test Booklet cover)
- Version (found on the Test Booklet cover)

➢ **Please be sure that a valid barcode label is adhered within the barcode label box.**

➢ Students taking large-print and Braille tests may indicate their answers directly on the Test Booklet. Answers should be transcribed to Answer Documents per policies outlined in the Test Administration Manual.

➢ Students Not Available for Testing: If an answer document is provided for a student who is no longer enrolled at the school or is not available to take the test, do not destroy the document. Instead, return the unmarked form along with the answer documents of students who have completed the test. Do not write the student's status over the bubble responses on their answer document.

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After Test Administration

➢ Once all Test Materials have been collected, count Test Booklets, Answer Documents, and other administrative materials and verify with the Shipment Inventory Form counts to ensure you have accounted for all materials.

➢ Examine each Answer Document to confirm:

- The Answer Document information is accurate and that all appropriate bubbles are filled in.
- All erasures are complete and there are no stray marks (Note: Faint or poorly marked answers should be darkened so that they can be read during scanning. Do NOT alter nor change student answers.)
- There are no stray marks in Test ID or Version areas, as these marks can cause test documents to be misidentified, mis-scored or rejected.

➢ Check that the identifying information on each student's Answer Document is appropriately filled in with accurate and complete information.

➢ **Do not** staple, fold, or apply adhesive tape to Answer Documents.

➢ **Do not** include scratch paper in shipment. Shred all scratch paper immediately after testing.

➢ **Do not** include non-secure materials in the return shipment: Test Administration Manuals, Test Administrator and Monitor Testing Duties manuals, and Oral Administration Guides, are non-secure material and should not be returned.

➢ Package materials for Shipment.

- All Answer Documents used and unused are to be placed in supplied poly bag(s) for shipping.
- Test Booklets and any other secure materials (Oral Admin Scripts, Braille Booklet, Large Print Booklets) should also be returned.
- Place the poly bag(s) with the answer documents in the box on top of the other materials.
- Secure the box and place the return UPS shipping label in the appropriate area on the box.

➢ If packaging is damaged, you may ship in your own packaging to:

WIN Processing Center 1000 Waterford Place Kingston, Tennessee 37763

➢ **All Secure Test Materials: Test Booklets (including Braille), Answer Documents, and Oral Administration Scripts should be shipped back to WIN Learning as soon as testing for the building is completed but no later than two days after test administration. Deadline date is published on page 1 of the Test Administration Manual**

➢ Concerns or questions may be directed to: WIN Learning's Help Desk at: support@winlearning.com or 888-717-9461 Option 2 - Hours of operation 7:00 a.m.-5:00 p.m. EST during the test window, and 8:00am-5:00pm EST outside of the test window.

➢ Please ensure all test materials are securely stored as referenced in the Test Administration Manual.

➢ Exam items, exam content (such as passages, graphics, etc. contained within the exam), and answers choices are confidential and secure testing materials. Confidential testing materials also include all assessment-related information and discussion, whether oral or written. Failure to maintain security severely jeopardizes district and state accountability requirements and the accuracy of student data.