



## CHECKING THE SHIPMENT OF TEST MATERIALS

As soon as each shipment of test and scoring materials arrives at your school or approved storage location, conduct an inventory to verify that you have received all materials indicated on the shipping notice. **Do not open shrink-wrapped packages of secure test materials until the day on which that session of the test is scheduled to be administered.** You must store the test materials in a safe or vault, except while they are being inventoried.

For the ELA and the Mathematics Test Session 1 booklets, each shrink-wrapped package of the regular editions of the printed test booklets will contain many different test forms spiraled together. These test forms will have form letters as well as form numbers printed on the front cover and inside cover of the test booklet. It is important that students accurately record the form letter and form number on their answer sheets. For students taking computer-

## EMBEDDED FIELD TEST QUESTIONS

Multiple-choice questions for field testing will g1ch 064 Td(ofsmbedd02 (S)4.edestin)2.98 (g )J JETQq0 0 612

resume work on the test session who violated the instruction not to discuss the test content during the lunch break.

**TEST READ**

## SCORING MATERIALS FOR THE GRADES 3–8 ELA AND MATHEMATICS TESTS

A scoring CD will be sent to schools for each of these tests. The CD will contain PDF files of the scoring materials. Schools must print enough copies of the scoring materials to supply one to each scorer.

SCORING OF THE GRADES 3–8 ELA AND MATHEMATICS TESTS

## Destruction of Secure 2022 Test Materials for Grades 3–8 ELA and Mathematics Tests

|  |  |   |
|--|--|---|
| <p>Return via UPS to:<br/>Questar Assessment Inc.</p> <ul style="list-style-type: none"> <li>• <b>All used</b> and <b>unused</b> printed English Language Arts Test Session 1 booklets</li> <li>• <b>All used</b> and <b>unused</b> printed Mathematics Test Session 1 booklets</li> <li>• <b>All used</b> Mathematics Test Reference Sheets (Grades 5–8)</li> </ul> | <p>Securely Destroy Upon Completion of Test Administration (for CBT only)</p> <ul style="list-style-type: none"> <li>• <b>All used</b> scratch paper</li> <li>• Student login credentials, session access codes, and Proctor PINs</li> </ul> | <p>Store Securely in School or District for <b>One Year</b>, then Securely Destroy</p> <ul style="list-style-type: none"> <li>• <b>All used</b> printed English Language Arts Test Session 2 booklets</li> <li>• <b>All used</b> printed Mathematics</li> </ul> |
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provided by Questar in the *Field Tests* schools with the ELA and Mathematics Field Tests.

. These instructions will be shipped to

After the delivery of the field tests, principals must inventory the test materials and compare the number received with the quantities listed on the packing list. If any discrepancy is found between the packing list and the materials received, please contact Questar at 866-997-0695 or via e-mail to [ny.3-8.help@questarai.com](mailto:ny.3-8.help@questarai.com). Please note that shrink-wrapped packages of field test booklets must not be opened prior to the distribution of field tests to students.

**Attachment A**

**SHIPMENT AND CHECKING OF THE 2022 ELA AND MATHEMATICS TEST MATERIALS**

| <b>Contents</b>  | <b>Sender</b> | <b>Delivery Dates</b>                    |
|--|---------------|--|
| <u>Secure</u> Grades 3–8 ELA Regular, Test Read, Braille, and Large-Type Edition Test Session 1 and 2 Booklets; Nonsecure Teacher’s Directions                             | Questar       | Monday, March 21–<br>Wednesday, March 23 |
| <u>Secure</u> Grades 3–8 ELA Scoring CD containing PDF files of the scoring materials for schools  | Questar       | Tuesday, March 29                        |
| <u>Secure</u> Grades 3–8 Mathematics Regular, Test Read, Braille, Large-Type, and Alternate Language Edition Test Session 1 and 2 Booklets; Nonsecure Teacher’s Directions | Questar       | Wednesday, April 6–<br>Friday, April 8   |
| <u>Secure</u> Grades 3–8 Mathematics Scoring CD containing PDF files of the scoring materials for schools  | Questar       | Tuesday, April 26                        |

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