

Appendix N: Instructions Regarding Receipt and Return of Test Booklets

DRC tracks all test booklets through a unique barcode and security number printed on each test booklet. The security number is located on the front page of the nonscorable test booklet below the barcode. The barcode links the test booklet to the district. Information on the district that received the nonscorable test booklet is used to determine the number of test booklets returned.

Test booklets are to be used by the student/SSID that was identified when the order was placed in TIDE or with the Ohio Help Desk. Test booklets are identified by Form #. Please see [Section 2](#) of the OGT-TAM for information on what form may be ordered and when.

IMPORTANT:

- Districts must return all test booklets after testing.
- Districts cannot delay their return of test booklets. To do so is a violation of test security.

Building test coordinators should direct all questions about returning materials to their district test coordinators. District test coordinators who have any questions or encounter difficulties with these shipping procedures should call the Ohio Help Desk at 1-877-231-7809, Option 3 for assistance from DRC.

1. Receipt of OGT Test Materials

1.1 District Materials

DRC will ship test booklets ordered by the district to the district test coordinator.

IMPORTANT: Districts should expect to receive test booklets and large-print test booklets two days after the order is approved. All test booklets are shipped to the address listed under the “Paper Orders 2018-2019 OGT” administration in TIDE. Braille test booklets will be delivered two weeks after the order has been approved to the approved address provided to the Ohio Help Desk when the order was placed. See the [Key Dates](#) in the OGT-TAM for expected due-in-district dates.

All materials are boxed by district. Upon receipt of the shipment from UPS, district test coordinators should locate the brown district box(es), which will contain the following:

- *OGT Cover Memo – Test Materials*
- *OGT District Packing List*
- *OGT District Security Checklist*
- *OGT Nonscorable DRC-RS Labels (White)*
- *UPS-RS Labels – Ground*
- *OGT Test booklet(s)*

The *District Packing List* shows the number of boxes packaged for the district. District test coordinators will use this sheet to verify that they have received all boxes. District test coordinators who do not receive all of their boxes should immediately call the Ohio Help Desk at 1-877-231-7809 and select option 3.

District test coordinators are responsible for inventorying the materials. The district test coordinator must securely store test materials until they can be distributed to the appropriate school.

The district test coordinator should retain the OGT Nonscorable DRC labels and the UPS-RS Labels; these will be used to return the materials after the test(s) have been administered.

1.2 School Materials

District test coordinators will distribute each set of test booklets to the appropriate building test coordinators in their district. The district test coordinator should note on the District Security Checklist what document is being sent to which building. Building test coordinators must keep all of the boxes they receive. Building test coordinators will return all test booklets to the district test coordinator in the same box(es) in which the materials were received.

Building test coordinators must maintain test security by using the security numbers to account for all secure test materials before, during, and after test administration until they are returned to the district test coordinator. If there are discrepancies or missing test materials, the building test coordinator must notify the district test coordinator immediately.

Building test coordinators must verify that the number of materials received is sufficient for the number of students who will be taking each test on paper in the school. If the school needs additional materials, the building test coordinator must notify the district test coordinator.

The building test coordinator must keep all materials in locked storage until it is time to distribute them to the test administrators on test days. Test materials must be returned to secure storage immediately after testing.

2. Returning OGT Test Materials to DRC

After testing, it is the building test coordinator's responsibility to collect, inventory, and pack all test materials for the school and return them to the district test coordinator. It is the district test coordinator's responsibility to return all test booklets to DRC.

2.1 Preparing to Return the District's OGT Test Booklets to DRC

District test coordinators should use the checklist below to complete the necessary steps for returning the nonscorable OGT test booklets to DRC.

- Confirm that you have received each of the test booklets that were sent to the school(s). If test booklets were sent to multiple schools, you may combine the test booklets into one return box.
- Pack the test booklet(s) in the box(es) in which they were delivered.
- Confirm that each box is sealed securely with packaging tape.
- Locate the white UPS-RS labels that were in your shipment.
- Locate the white nonscorable return shipping labels that were in your district box.
- If you need additional labels call DRC at 1-877-231-7809, option 3.

- ❑ Follow the below UPS return instructions for your district's materials.

2.2 **UPS Return Instructions for OGT Test Booklets**

District test coordinators should use the checklist below to complete the necessary steps for returning the nonscorable OGT test booklets to DRC via UPS.

- ❑ Affix a white nonscorable return shipping label to flap A on the top of each box. Do not send any boxes without a nonscorable return shipping label.
- ❑ Affix a white UPS Return Service (UPS-RS) label to flap B on the top of each box. Do not send any boxes via UPS without a UPS-RS label.
- ❑ Keep records of your return shipments to DRC, including the tracking number(s). The UPS-RS number is located directly above the barcode in the middle of the shipping label. It is recommended that you copy each UPS-RS label you use. These tracking numbers do not need to be provided to DRC unless requested.
- ❑ All district test coordinators are responsible for scheduling a pickup of the nonscorable OGT test booklets. To schedule a pickup:
 - Call UPS at 1-866-857-1501. Do NOT call the UPS general pickup number found on the UPS website.
 - Tell the UPS service representative the tracking numbers printed on the UPS-RS labels. The service representative uses these numbers to bill the pickup and return charges to DRC.
 - Schedule a date for pickup and inform UPS that you have UPS-RS labels. Please schedule your pickup at least one day in advance. Same-day service is not available in all areas.
- ❑ If you have a daily scheduled UPS pickup, you may send your return shipment with the rest of your packages.

2.3 **Return Box Label**

Below is a sample of a white nonscorable return shipping label that the district test coordinator will apply to the box when returning materials to DRC.

