**ACCESS for ELLs**

**Return of Materials via UPS**

1. **Gather Secure Materials to return in Yellow Boxes to DRC**
   - USED Student Response Booklets, by grade, in plastic bags packages
   - All Test Administrator’s Scripts
   - Speaking Test Booklet
   - Listening and Speaking Test CDs
   - All USED and UNUSED large print and braille test materials (fold to fit into box)
   - Alternate ACCESS for ELLs Listening/Reading/Speaking Test Booklets
   - Kindergarten ACCESS for ELLs ancillary materials
   - USED Student Planning Sheets
   - UNUSED and/or Defective Student Response Booklets

2. **How to Package Secure Materials for Return to DRC?**
   1. Open and inventory the Return Materials Instruction Packet. This contains DRC return shipping labels (orange).
   2. Use the boxes from your original shipment. If a box is damaged or lost, you may substitute a box of similar size and strength.
   3. Place all materials within the protective, plastic DRC return shipment bags.
   4. All materials (used and unused, scripts, and test books) can be placed in any box. Alternate ACCESS for ELLs materials may be mixed with ACCESS for ELLs materials. Condense boxes whenever possible.
   5. Unused student labels may be securely destroyed and need not be returned.
   6. Seal each DRC return shipping bag using one of the plastic ties provided.
   7. Fill any empty space in the box with crumpled paper or bubble wrap to ensure that material does not shift during transit.
   8. Fold the box flaps with the old shipping labels first to expose the unused flaps.
   9. Affix a DRC return shipping label and verify that the label has the correct district/school name and address. If provided by the District Assessment Coordinator, affix a UPS label to each box.
   10. Seal the boxes securely using heavy duty shipping tape. Return materials as directed by the District Assessment Coordinator.

3. **Schedule a Pick-Up of Secure Materials from the District Office or School Site.**
   - To schedule a pick-up from January 28 through March 27, please contact UPS at 866-857-1501.
   - Important: Materials that are not returned on or before March 27, 2020, will not be scored and reported on-time.

4. **Non-secure materials to return to the District Assessment Coordinator.**
   - Original signed 2020 ACCESS for ELLs Test Administration and Security Agreement(s)*
   - Original signed 2020 ACCESS for ELLs Test Administrator Prohibited Activities Agreements*
   - Original 2020 ACCESS for ELLs Security Logs*
   - Original signed 2020 ACCESS for ELLs Security Checklists*
   - WIDA Test Session Forms*
   - Completed Test Materials Chain of Custody
   - Seating Charts, as required by the district
   - Packing Lists, if applicable
   - Return Kit Materials (Bags, Ties, Return Shipping Labels)

   *These documents can ONLY be destroyed in a secure manner after scores for the 2020 ACCESS for ELLs administration are reported.

**Questions/Concerns**

Contact Data Recognition Corporation (DRC) at 855-787-9615 or wida@datarecognitioncorp.com.