

MARYLAND

Soiled Test Book Procedures

ACCESS for ELLs Administration (2020-2021)

Soiled Test Book Procedures: Damaged as a result of a bodily fluid

- a) If a student becomes ill or injured during testing and consequently soils the Test Book, stop the testing, call the STC for assistance and arrange for the student to be escorted to the school nurse.
- b) Remove the other students from the classroom for a testing break and call for assistance from other qualified school personnel, as needed.
- c) After the testing area is cleaned, bring the test group back and resume testing.
- d) If the ill student returns to resume testing, the TA must provide the student a new Test Book. The student's demographic information must be entered following instructions on 15-22 of the TCM or pages 7-14 of the TAM. See Maryland ACCESS for ELLs Checklist for additional information.
- e) If possible, the completed student's responses in the soiled Test Book should be transcribed into the replacement Test Book by qualified personnel. If it is not possible to transcribe the answers from the soiled Test Book, then the student must be given the opportunity to retake the test.
- f) The replacement Test Book must be submitted along with the rest of the scorable materials to DRC.
- g) Qualified school personnel must safely handle the Test Book soiled with any bodily fluids and place it in a sealed, zip-locking, plastic bag with the security barcode label visible from the exterior.
- h) The STC must record the security barcode number of the soiled Test Book on "Documentation of Materials Not Returned."
- i) The STC must fax the "Documentation of Materials Not Returned" form to the Local Accountability Coordinator's (LAC) office within two working days.
- j) The STC must pack the soiled Test Book in a mailing box, seal it and label it with the school's return address and "Soiled Test Materials" in bold print. The STC must send it to ALL-Shred (an MSDE vendor) via a secure, traceable delivery method within one day. The address for ALL- Shred is:
4831 Winchester
Blvd. Frederick,
MD 21703
Phone: (301) 874-1480
- k) The LAC compiles a list of all soiled Test Books and maintains it on file in the event that DRC needs to reconcile receipt of secure materials.