



2022-2023 MATERIAL RETURN AND DESTRUCTION GUIDANCE

Assessment	Secure Materials to Return to Vendor	Secure Materials to Destroy Locally*	Non-Secure Materials to Discard Locally*
ILEARN, I AM, IREAD-3	<ul style="list-style-type: none"> Assessment books (used and unused) Answer documents (used and unused) 	<ul style="list-style-type: none"> Used scratch paper Student access cards Student rosters with PII Accommodations reports with PII Print-on-demand test content (e.g., printed passages, stimuli, items) Printed read aloud scripts Documents with written or printed Session IDs ILEARN Glossary Resource Sheets (including those accompanying any braille and large print assessment books) 	<ul style="list-style-type: none"> Packing materials (e.g. boxes, shipping labels) Test Administrator's Manuals (TAMS) Test Coordinator's Manuals (TCM)
WIDA Screener, WIDA ACCESS, Alternate ACCESS	<p>WIDA ACCESS Assessments Only**:</p> <ul style="list-style-type: none"> All test booklets ACCESS Online Test Administrator Scripts for Grade 4 and Grades 2-3 All ACCESS Paper Test Administrator Scripts Listening and Speaking CDs All Kindergarten ACCESS, Alternate ACCESS, large print, and braille materials Human Reader Accommodation Scripts 	<p>WIDA ACCESS Assessments:</p> <ul style="list-style-type: none"> District and School Test Coordinator Manual Test Administrator Manual Online Test Administrator Script for Grades 4-12 Unused Pre-ID, District/School, and Do Not Process labels School Box Range Sheet Printed Student Test Tickets Used scratch paper <p>WIDA Placement Assessments:</p> <ul style="list-style-type: none"> Printed WIDA Screener for Kindergarten materials that will not be re-used Printed WIDA Screener materials that will not be re-used (Note: Reusable WIDA Screener Paper test booklets and audio CDs/USBs must be retained and stored securely for future use.) 	<p>WIDA ACCESS Assessments:</p> <ul style="list-style-type: none"> Packing Lists Security Checklist
SAT	<ul style="list-style-type: none"> Assessment books (used and unused) Used answer sheets. Annotated Master Student List and room rosters if not transferred to Master Student List. Keep copies locally. Annotated Nonstandard Administration Report. SAT Testing Staff Agreement Form. Scratch paper used for accommodated testing. Irregularity Reports. Keep copies locally. 	<ul style="list-style-type: none"> Printed read aloud scripts Documents with written or printed Session IDs Scratch paper used for standard testing. Unused, blank answer sheets. 	<ul style="list-style-type: none"> Packing materials (e.g. boxes, shipping labels) Test Administrator's Manuals (TAMS) Test Coordinator's Manuals (TCM)

*Securely destroying materials via shredding or burning. Discard non-secure materials via trash or recycling. CTCs must maintain documentation verifying all identified items were securely stored before and during the testing window, as well as when and how the items were securely destroyed after the testing window.

** (WIDA) Securely destroy all soiled test materials. Document the security barcode of the soiled booklet in the Materials Accountability Form in WIDA AMS.