2023-2024 MATERIAL RETURN AND DESTRUCTION GUIDANCE

INDIANA DEPARTMENT *of* EDUCATION

Assessment	Secure Materials to Return to Vendor	Secure Materials to Destroy Locally*	Non-Secure Materials to Discard Locally*
ILEARN, I AM, IREAD-3	- Assessment books (used and unused) - Answer documents (used and unused) - Braille notes (included with the braille assessment book)	- Used scratch paper (following completion of the ILEARN English/Language Arts Performance Task Part 2) - Student access cards - Student rosters with personally identifiable information (PII) - Accommodations reports with PII - Print-on-demand test content (e.g., printed passages, stimuli, items) - Printed IREAD-3 Secure Segment 1 Script for paper testers	- Packing materials (e.g. boxes, shipping labels) - Test Administrator's Manuals (TAMs) - Online/paper test administration scripts
WIDA Screener, WIDA ACCESS, Alternate ACCESS	**ACCESS Assessments Only**: - All used and unused test booklets - All ACCESS paper testing scripts - ACCESS Online Test Administrator Scripts for Grade 1 and Grades 2-3 - Listening and Speaking CDs - All Kindergarten ACCESS Kit materials - All Alternate ACCESS materials - All Large Print Kit materials - All Braille Kit materials - Human Reader accommodated scripts	**ACCESS Assessments:** - District and School Test Coordinator Manual - Test Administrator Manuals - ACCESS Online Test Administrator Script for Grades 4-12 - Unused Pre-ID labels - Printed Student Test Tickets - Used scratch paper - Security Checklist (retain locally) **Screener Assessments:** - Printed WIDA Screener for Kindergarten materials that will not be reused - 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.)	**ACCESS Assessments:** - Excess District/School labels - Excess Do Not Process labels - Packing lists - School Box Range Sheet - Excess return shipping materials, including Data Recognition Corporation (DRC) return shipping labels, bags, ties, and boxes; return materials instructions; and prepaid UPS return shipping labels
Digital SAT School Day	- Assessment books (used and unused) - Used answer sheets - Annotated Master Student List and room rosters if not transferred to Master Student List (maintain copies locally) - Annotated Nonstandard Administration Report - SAT Testing Staff Agreement Form - Scratch paper used for accommodated testing. - College Board Irregularity Reports (maintain copies locally)	- Printed read aloud scripts - Documents with written or printed Session IDs - Scratch paper used for standard testing - Unused, blank answer sheets.	- Packing materials (e.g. boxes, shipping labels) *College Board Digital SAT School Day Coordinator's Manual* and other testing manuals

*Securely destroying materials via shredding or burning. Discard non-secure materials via trash or recycling. Corporation Test Coordinators (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.