

Handling of Test Materials: Charter Schools and Other State-Affiliated Schools 2014–2015

Before Ordering

Check to be sure that your charter contact information is correct on the NC Education ordering page. UPS will send an email notification to the email address listed for the main test coordinator upon the shipping of an order. If you do not receive the package on the day indicated in the notification, contact Technical Outreach for Public Schools (TOPS). In North Carolina, all UPS is next-day delivery, so sometimes the package does get delivered, but the test coordinator is not aware at the school. This can be a security risk if the delivery is in an unsecure area.

Shipping/Receiving

- Orders will be shipped not more than 10 days before the first test date.
- Inventory materials within 5 days of receiving them.
- Note quantities received in the column on the packing list.
- Fax the packing list verifying the accuracy of or any discrepancy in the quantity received to Debby Hagemann at TOPS (919) 515-4622 before the first test date. See example of label below that will be on the bottom of the packing list.

Date _____ Checked in Correctly _____
Discrepancies Noted in Qty. Received Column _____
Do Not Send _____
Please Do Send _____
Signature _____ of Test Coordinator or Designee

If a discrepancy is involved, please indicate if you need additional materials or not.

- Every packing list needs to be signed and faxed to TOPS.
- Save all boxes for the return of materials.

Returning Material

- **ALL** test materials are to be returned to TOPS two business days after the regular administration.
- Student mark-in books must have the labels on the front of the books completed.
- Separate mark-in books and place them on top of the other materials with a cover sheet identifying them as mark-in books.
- All unused books, administration guides, scrap paper, and graph paper must be returned to TOPS.
- Pack boxes according to the quantities on the packing lists.
- Any school not returning materials must file a report in the Online Testing Irregularity Submission System (OTISS) and will be subject to report to the charter school office.

Record Tracking information

- Record information clearly on the UPS ARS label.
- Maintain a record of:
 - UPS tracking numbers
 - Number of boxes in the shipment
 - Packing lists involved
 - Date shipped