

**Return Verification Form
Fall 2011 MEAP Test Window**

Directions: This form is intended to help schools and school districts avoid problems during the test scoring process. When there is an error in the return of answer documents, test results can be adversely affected or fees and penalties may be imposed.

Indicate that each step was carried out by checking each box below. The school administrator or principal and the person who completed the procedures below (if different from the principal) should sign the form at the bottom. Enter the school name, school code, district name and district code at the bottom. Make a copy of this form for the school's records. **Return the original copy in the orange Special Handling Envelope.**

Our school or school district has completed the following steps:

- Students' answer documents each have a bar code label that is accurate and that matches the student's name and information on the front of their answer documents
- Answer documents are free of sticky notes, paper clips, and extraneous materials
- Answer documents have been sorted by subject area, grade, and form number and are separated appropriately by School/Grade Header Sheets
- If Class/Group ID numbers have been used by the school, all answer documents have a correct Class/Group ID number gridded
- Class/Group ID Sheets are included with the return of Scorable materials (see the diagram in the manual Appendix)
- 3rd Grade test booklets/answer documents and 4th-9th grade answer documents to be scored are in the Scorable boxes with a blue Scorable sticker affixed
- The packing of answer documents has been carefully completed so as not to damage answer documents
- The orange Special Handling Envelopes contain the appropriate materials. The information on the front side of the envelopes is complete (packed in Box 1)
- Secure materials such as test booklets, including unused 3rd grade test booklets/answer documents and accommodated materials have been packed in Non-Scorable boxes with a green Non-Scorable sticker affixed

School Name _____ **School Code** _____

District Name _____ **District Code** _____

School Administrator _____

Procedures Completed By _____

