



Materials Return Kit



Inside this envelope, you will find the following materials to be used when organizing and packing your district's MI-Access materials for return to the contractor:

- ✓ packing checklist
- ✓ pre-paid UPS Return Service (RS) label(s)
- ✓ green divider sheet
- ✓ gold divider sheet
- ✓ *Material Return Label(s)*
- ✓ *District Return Sheet*

Please see the graphic and abbreviated instructions on the packing checklist to help you properly organize, pack, and ship your district's MI-Access materials. For detailed instructions, please refer to the *2011/2012 MI-Access Test Administrator Manual*.

Please keep the following in mind:

- ✓ ALL materials shipped to your district **MUST** be returned to the MI-Access contractor **except** for the following non-secure materials:
 - ✓ manuals
 - ✓ rulers
 - ✓ *Security Compliance Forms* (keep on file at the district for one year)

IMPORTANT: The MI-Access contractor will verify that all materials shipped to your district, except those listed above, have been returned. Should any of your district's materials be missing, you will be notified.

- ✓ Ensure that each scorable student answer document has a valid/correct MI-Access Pre-ID barcode label affixed to it. These labels must be present in order for answer documents to be scored. Districts will incur a \$10 processing fee for each answer document returned without a label, or if the label contains incorrect information (see manual for more details).
- ✓ After properly packaging your materials, seal each box and affix a UPS RS label and a *Material Return Label* onto each box. If you do not use the UPS RS labels provided, the district will incur the cost of shipping.
- ✓ Give each box to your regular UPS driver **NO LATER THAN December 2, 2011**. If your materials are picked up after December 2, you will be charged a late fee (see manual for more details).
- ✓ If you do not have a UPS account, call 1-877-536-2697 for a free pickup. Reference your tracking number, which can be found on the UPS RS label, and the contractor name, Questar Assessment, Inc.

