North Carolina End-of-Course Assessment—English II
Return Kit Training
Prepared by Questar
Return Kit

- Will be included with testing materials from NCSU/TOPS
- Contains these items
  - Scoreable Materials Return Instructions
  - District Scoreable Materials Transmittal Forms
  - School or Charter School Scoreable Materials Transmittal Forms
  - Box Labels (Orchid in color)
    - New for 2017-2018
  - Six UPS Labels (with receipt)
    - If more are needed please contact Questar Customer Service
Return Kit Cover Sheet

North Carolina End-of-Course Assessment—English II
FALL 2017

Scoreable Materials
RETURN KIT

- Scoreable Materials Return Instructions
- School Scoreable Materials Transmittal Forms
- District Scoreable Materials Transmittal Forms
- Box Labels (ORCHID)
- UPS Labels
Return Instructions: side 1

- Two-sided document provides step-by-step instructions on packing and shipping for the LEA Test Coordinators.
- Please return only completed test materials.
- All schools must have at least one header to process.
- Tape boxes securely (top and bottom).

NEW FOR 2017-2018: Box Labels
Place an ORCHID return label on each box of materials. Indicate District Code, District Name and Box X of X for the entire district on each label.
Return Box Label

Please fill out District LEA and District Name on each box label.

Indicate the number of the box and total number of boxes you are returning.

- The colored box label allows Questar to quickly identify your materials.
- The District LEA and Name allows for better visibility and tracking purposes.
- Remember to attach a UPS return label to every box.
Contact: CustomerService@QuestarAI.com or toll-free at 877-997-0422 if you have any questions related to returning your materials for scoring.

Ship materials as soon as schools are done testing.

**IMPORTANT**: use forms for the appropriate administration ... use “Fall” forms for fall administrations; use “Spring” forms in the spring etc.

**FINAL Fall 2017 pick-up date February 12, 2018**

*Please note the reminder at the bottom of side 2: situations that will delay scoring.*
As a reminder, the following situations will delay scoring:

- Boxes are not packed according to the Return Instructions.
- Transmittal forms are not completed accurately.
- Precoding marks are not aligned to the bubbles.
- White-out paint or tape is used on header sheets or answer sheets.
- Students do not code the form letter and number on the answer sheet.
- Students mark their responses on answer sheets from previous years (e.g., 2016–17, 2015–16).
- NC General Purpose Header Sheets are not included in each box. Header sheets must be included for general and makeup administrations.
**Scoreable Materials Transmittal Form**

**North Carolina End-of-Course Assessment—English II**
**FALL 2017**

**District Scoreable Materials Transmittal Form**

This form must be completed and RETURNED to Questar with the used, SCOREABLE answer documents.

<table>
<thead>
<tr>
<th>1</th>
<th>DISTRICT NAME:</th>
<th>2</th>
<th>DISTRICT THREE-DIGIT LEA</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>SCHOOLS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Completed at the District LEA level.
- District Name.
- Three-Digit LEA#.
- List all schools being returned as individual lines
  - If a school as two or more packages due to number of students tested please list on two lines.
- LEA Test Coordinator must sign to verify packages and quantities returned.
- Questar uses this information to verify counts at check-in.
The separate School Transmittal form allows us to validate the quantity of materials we should have for each group/teacher within a school.

- Completed at the School/Charter School level.
  - School or Charter School Name.
  - Six-digit LEA/School Code.
- List all schools/charter schools being returned as individual lines.
- School Test Coordinator must sign to verify packages and quantities returned.
- Questar uses this information to verify counts at check-in.
UPS Label

- Two-part label:

Place shipping label on box as indicated in instructions.

Keep receipt for your records and tracking #.
Questions?