

END-OF-COURSE TEST BOOK ACCOUNTABILITY FORM

Large Print, Braille and Paper/Pencil Instructions

Please Note: There is no need to document assessments that are given online.
The Test Book Accountability Form is only for Large Print, Braille and Paper/Pencil editions.

District Test Coordinators (DTC):

Before Testing:

- For every school administering a Large Print, Braille, and/or Paper/Pencil assessment, the DTC will need to make **one** copy of the Test Book Accountability Form for the STC. Complete the following steps for **each** school before distributing copies to the STC:
 - Confirm the box count of the Large Print/Braille testing materials shipment from Questar (e.g., Box 1 of 5 through Box 5 of 5).
 - Verify the security barcode number(s) of the test book(s) against the packing list.
 - On the Test Book Accountability Form, record the number of test books listed on the packing list and the number of Paper/Pencil editions that will be downloaded and printed.
 - Report any discrepancies to Questar Customer Service at 800-571-2545 between the hours of 7:00 a.m. and 5:00 p.m. (CST), Monday–Friday.
 - Give a copy of the Test Book Accountability form to the STC.

After Testing:

- Verify that all Test Book Accountability Forms for all schools have been completed and signed.
- Fill in any missing information on the bottom of the form. All information must be filled in.
- Make a copy of this form for your records.
- Any missing test books must be documented on the appropriate Test Book Accountability Form, and a separate letter of explanation on district letterhead **must** be attached.
- After all testing has been completed and all materials have been returned, then:
 - FAX the Test Book Accountability Form to Questar at 866-688-0419.
 - DO NOT pack the Test Book Accountability Forms with the return materials.

School Test Coordinators (STC):

Before Testing:

- After printing any Paper/Pencil editions, receiving any Large Print/Braille test books, and receiving the Test Book Accountability Form from the DTC, complete the following steps:
 - Verify that security barcode numbers printed on the Large Print and Braille test books match the numbers listed on the packing list (located in Box 1 of the building's shipment).
 - Verify the count of printed Paper/Pencil test books is correct.
 - Document any Large Print and Braille security barcode discrepancies. Immediately notify the DTC of any discrepancies.
 - If any student is taking an EOC Assessment out-of-district/building, or if the student is homebound, note the barcode number of the test book before delivering it to the testing site to ensure proper accounting of all tests books before they are shipped to the scoring site.

After Testing:

- In the appropriate columns, document the number of Large Print, Braille and Paper/Pencil test books that are unaccounted for or that were securely destroyed.
- Document the security barcodes for any books that are unaccounted for or that were securely destroyed.
- Maintain the Test Book Accountability Form during the test administration, retain a copy for school records, and return the original with the all Large Print, Braille and Paper/Pencil testing materials to the DTC.

END-OF-COURSE TEST BOOK ACCOUNTABILITY FORM

	TEST BOOKS RECEIVED/PRINTED			TEST BOOKS BEING SHIPPED BACK			UNACCOUNTED FOR/CONTAMINATED TEST BOOKS		
	# of Large Print Test Books Received	# of Braille Test Books Received	# of Paper/Pencil Test Books Printed	# of Large Print Test Books Being Returned	# of Braille Test Books Being Returned	# of Paper/Pencil Test Books Being Returned	# of Large Print Test Books Unaccounted For/ Securely Destroyed	# of Braille Test Books Unaccounted For/ Securely Destroyed	# of Paper/Pencil Test Books Unaccounted For/ Securely Destroyed
ASSESSMENT									
English I									
English II									
Algebra I									
Algebra II									
Geometry									
Biology									
American History									
Government									
TOTAL TEST BOOKS									

Security Barcode(s) of Unaccounted For Test Books

Security Barcode(s) of Securely Destroyed Test Books

For District Test Coordinator Use

District: _____

CO/DIS Code: _____

Date: _____

Test Window (Circle One): Summer 2011 Fall 2011 Spring 2012 _____

DTC Signature: _____

For School Test Coordinator Use

School: _____

STC Signature: _____