

Appendix O: OGT Instructions for Receiving and Returning Test Booklets

DRC tracks all test booklets through a unique barcode and security number printed on each test booklet. The security number is located on the front page of the nonscorable test booklet below the barcode. The barcode links the test booklet to the district. Information on the district that received the nonscorable test booklet is used to determine the number of test booklets that are returned.

Test booklets are to be used only by the tester/SSID or acceptable student test ID that was identified when the order was placed with the Ohio Help Desk. Test booklets are identified by Form Number (#).

IMPORTANT:

- Districts must return all test booklets immediately after testing.
- Districts cannot delay their return of test booklets; to do so is a test security violation security.

Building test coordinators should direct all questions about returning materials to their district test coordinators. District test coordinators who have any questions or encounter difficulties with these shipping procedures should call the Ohio Help Desk at (877) 231-7809 and select option 3 for assistance from DRC.

1. Receiving OGT Paper Test Materials

1.1 OGT District Materials

DRC will ship test booklets ordered by the district to the district test coordinator.

IMPORTANT: Districts should expect to receive test booklets two weeks after the order has been approved. All test booklets will be shipped to the approved address provided to the Ohio Help Desk when the order was placed.

All materials are boxed by district. Upon receiving the shipment from UPS, district test coordinators should locate the brown district box(es), which will contain the following:

- *OGT Cover Memo – Test Materials*
- *OGT District Packing List*
- *OGT District Security Checklist*
- *OGT Nonscorable DRC-RS Labels (White)*
- *OGT UPS-RS Labels*
- *OGT Test booklet(s)*

The *District Packing List* shows the number of boxes packaged for the district. District test coordinators will use this sheet to verify that they have received all boxes. District test coordinators who do not receive all of their boxes should immediately call the Ohio Help Desk at (877) 231-7809 and select option 3.

District test coordinators are responsible for taking inventory of the materials. The district test coordinator must securely store test materials until they can be distributed to the appropriate school.

The district test coordinator should retain the *OGT Nonscorable DRC-RS Labels* and the *OGT UPS-RS Labels*; these will be used to return the materials after the test(s) have been administered.

1.2 OGT School Materials

District test coordinators will distribute each set of test booklets to the appropriate building test coordinator in their district. The district test coordinator should note on the *OGT District Security Checklist* what document is being sent to which building. Building test coordinators must keep all of the boxes they receive. Building test coordinators will return all test booklets to the district test coordinator in the same box(es) in which the materials were received.

Building test coordinators must maintain test security by using the security numbers to account for all secure test materials before, during and after test administrations until they are returned to the district test coordinator. If there are discrepancies or missing test materials, the building test coordinator must notify the district test coordinator immediately.

Building test coordinators must verify that the materials are correct for the tester/SSID or acceptable student test ID that was identified when the order was placed.

The building test coordinator must keep all materials in locked storage until it is time to distribute them to the test administrators on test days. Test materials must be returned to secure storage immediately after testing.

2. Returning OGT Paper Test Materials to DRC

After testing, it is the building test coordinator's responsibility to collect, take inventory and pack all test materials for the school and return them to the district test coordinator. It is the district test coordinator's responsibility to return all test booklets to DRC.

2.1 Preparing to Return the District's OGT Test Booklets to DRC

District test coordinators should use the checklist below to complete the necessary steps for returning the nonscorable OGT test booklets to DRC.

- Confirm that you have received each of the test booklets that were sent to the school(s). If test booklets were sent to multiple schools, you may combine the test booklets into one return box.
- Pack the test booklet(s) in the box(es) in which they were delivered.
- Confirm that each box is sealed securely with packaging tape.
- Locate the white *OGT UPS-RS Labels* that were in your shipment.
- Locate the white *OGT Nonscorable DRC-RS Labels* that were in your district box.
- If you need additional labels, call DRC at (877) 231-7809 and select option 3.
- Follow the below UPS return instructions for your district's materials.

2.2 UPS Return Instructions for OGT Test Booklets

District test coordinators should use the checklist below to complete the necessary steps for returning the nonscorable OGT test booklets to DRC via UPS.

- Affix a white *OGT Nonscorable DRC-RS Label* to flap A on the top of each box. Do not send any boxes without a nonscorable return shipping label.
- Affix a white *OGT UPS-RS Label* to flap B on the top of each box. Do not send any boxes via UPS without an *OGT UPS-RS Label*.
- Keep records of your return shipments to DRC, including the tracking number(s). The OGT UPS-RS number is located directly above the barcode in the middle of the shipping label. It is recommended that you copy each *OGT UPS-RS Label* you use. These tracking numbers do not need to be provided to DRC unless requested.
- All district test coordinators are responsible for scheduling a pickup of the nonscorable OGT test booklets. To schedule a pickup:
 - o Call UPS at (866) 857-1501. Do NOT call the UPS general pickup number found on the UPS website.
 - o Tell the UPS service representative the tracking numbers printed on the *OGT UPS-RS Labels*. The service representative uses these numbers to bill the pickup and return charges to DRC.
 - o Schedule a date for pickup and inform UPS that you have *OGT UPS-RS Labels*. Please schedule your pickup at least one day in advance. Same-day service is not available in all areas.
- If you have a daily scheduled UPS pickup, you may send your return shipment with the rest of your packages.

2.3 OGT Return Box Label

Below is a sample of a white nonscorable return shipping label that the district test coordinator will apply to the box when returning materials to DRC.

OGT	
DIST IRN: 000002	
FROM: DEMO DISTRICT 41 S HIGH ST STE. 2320 COLUMBUS, OH 43215-6104	E
	O
	H
	9
	9
	9
TO: Data Recognition Corporation (DRC) 8900 Wyoming Avenue N Brooklyn Park, MN 55445	
	
R53699950000010	
NONSCORE	
<small>100004 000002 15320</small>	