

IDOE Guidance: Test Material Return and Destruction After Testing

Assessment	Secure Materials to Return to Vendor	Secure Materials to Destroy Locally (e.g., securely shred, burn)	Non-Secure Materials to Discard Locally (e.g., trash, recycle)
ISTEP+ Grade 10/ ISTEP+ ECAs	<ul style="list-style-type: none"> Assessment books (used and unused) Read aloud scripts 	<ul style="list-style-type: none"> Used scratch paper Student logins/test tickets/seal codes Extra student barcode labels 	<ul style="list-style-type: none"> Unused shipping labels Unused Testing Group Forms & Session Headers Extra paper bands Practice tests Practice Test Manuals Test Administration Manuals Test Coordinator Manuals Examiner’s Manuals
ILEARN I AM IREAD-3	<ul style="list-style-type: none"> Assessment books (used and unused) Read aloud scripts 	<ul style="list-style-type: none"> Used scratch paper Student access cards Student Rosters with STNs and/or birth dates Accommodations reports with student names, STNs, and/or birth dates Print-on-Demand items IREAD-3 Secure Test Administration Manual* 	<ul style="list-style-type: none"> Packing materials (e.g. boxes, shipping labels) Test Administrator’s Manuals (ILEARN and I AM) Test Coordinator Manuals
WIDA	<ul style="list-style-type: none"> Student Response Booklets All Paper Test Administrator Scripts Online Grade 1 and 2-3 Test Administrator Scripts Speaking Test Booklets Listening and Speaking Test CDs All used and unused large print and braille test materials Alternate ACCESS Listening/ Reading/ Speaking Test Booklets Kindergarten ACCESS ancillary materials 	<ul style="list-style-type: none"> Unused Pre-ID and District/School labels Packing lists Security checklist Grade 4-12 Test Administrator Scripts 	<ul style="list-style-type: none"> State Specific Directions Corporation and School Test Coordinator Manual Test Administrator’s Manual School box range sheets

*The IREAD-3 TAM includes directions for Spring and Summer 2019 administration.