Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Materials Return and Destruction: After Testing Guidance

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)
ILEARN I AM IREAD- 3 ISTEP+	• Assessment books (used and unused) • Answer documents (used and unused)	• 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 test content (e.g., printed passages, stimuli, items) • IREAD-3 Secure Segment 1 Script • Printed read aloud scripts • Documents with written or printed Session IDs • ILEARN Glossary Resource Sheets	• Packing materials (e.g. boxes, shipping labels) • ILEARN, IREAD-3, ISTEP+ and I AM Test Administrator's Manuals (TAMS) • ILEARN and I AM Test Coordinator's Manuals (TCM) • ISTEP+ Paper Practice Tests • ISTEP+ Paper Practice Test Scripts • ISTEP+ Reference Sheets
Kindergarten W-APT WIDA Screener Paper WIDA ACCESS Kindergarten ACCESS Alternate ACCESS	**WIDA ACCESS Assessments Only***:** • All test booklets • ACCESS Online Test Administrator Scripts for Grade 1 and Grades 2-3 • All ACCESS Paper Test Administrator Scripts • Listening and Speaking CDs • All Kindergarten ACCESS, Alternate ACCESS, large print, and braille materials • Human Reader Accommodation Scripts	**WIDA ACCESS Assessments:** • District and School Test Coordinator Manual • Test Administrator Manual • Online Test Administrator Script for Grades 4-12 • Unused Pre-ID, District/School, and Do Not Process labels • School Box Range Sheet • Printed Student Test Tickets • Used scratch paper **WIDA Placement Assessments:** • Printed Kindergarten W-APT materials that will not be re-used • Printed WIDA Screener materials that will not be re-used (Note: Reusable WIDA Screener Paper test booklets and audio CDs/USBs must be retained and stored securely for future use.)	**WIDA ACCESS Assessments (Keep Locally):** • Packing Lists • Security Checklist

*ILEARN, I AM, IREAD-3 or ISTEP+ materials handled by a student known or suspected of having COVID-19 should be returned using the same guidelines as other non-contaminated testing materials, but must be bundled separately and placed in a manilla envelope or other onsite material that will ensure that the materials are not bent or folded and will still be able to be processed and scored.

**CTCs must keep documentation on file verifying all items in this column were securely stored before and during the testing window, as well as when and how the items were securely destroyed after the testing window.

***(WIDA) Securely destroy all soiled test materials. Document the security barcode of the soiled booklet in the Materials Accountability Form in WIDA AMS.