

2021–2022

Returning Materials

ACCESS for ELLs
Kindergarten ACCESS for ELLs
Alternate ACCESS for ELLs

For detailed instructions on returning materials, see the Returning Test Materials topic in the District and School Test Coordinator Manual.

- Return materials as soon as you have completed testing. Do not wait for the deadline.
- You may keep a small supply of materials for new enrollees and return them in a second shipment.
- All materials must be returned by the deadline for shipping completed materials to DRC. See your member/state page of the WIDA website for this deadline.
- You must return materials from the same location in which you received the materials. Your UPS return shipping labels show the address from which materials need to ship.

Prepare materials for return:

- Transcribe responses recorded in large print, braille, or soiled or damaged test booklets.
- Verify that every used test booklet has a Pre-ID or District/School label.
- Remove staples, paper clips, post-it notes, and scratch paper.
- Inventory your materials using the security checklist. The security checklist is printed on white paper and included in the highest-numbered box of your original shipment.
- Securely destroy scratch paper, unused student labels, and any booklets soiled by bodily fluids.
- Complete the Materials Accountability Form in WIDA AMS to document each item of test material that you are not returning.
- Consult the ACCESS for ELLs checklist on your member/state page of the WIDA website and follow any additional state-specific instructions related to returning materials.
- Box your materials following the instructions on the reverse.

Return materials via UPS:

- Pre-paid UPS return shipping labels are provided in the Return Materials Instruction Packet.
- If you do not have a regularly scheduled UPS pickup, you must call UPS at (866) 857-1501 and arrange for pickup at least one day prior to the day you plan to ship your materials.
- Count your boxes and advise UPS of the number of boxes they need to pick up.
- Keep the boxes in a secure location until they are given to the UPS driver. You should not be asked to give payment.
- Note the UPS tracking number for each package. Keep the numbers for future reference to document the materials returned to DRC.

Box materials for return:

1. Open and inventory the Return Materials Instruction Packet. This contains directions, DRC return shipping labels, and UPS labels.
2. Use the boxes from your original shipment. If a box is damaged or lost, you may substitute a box of similar size and strength.
3. Place all test booklets in the plastic DRC return shipment bags.
4. All materials (used and unused, manuals and test books) can be placed in any box. Alternate ACCESS for ELLs and Kindergarten ACCESS for ELLs materials may be mixed with ACCESS for ELLs materials. Condense boxes whenever possible.
5. Unused student labels may be securely destroyed. Do not return unused labels with your test materials.
6. Seal each DRC return shipping bag using one of the plastic ties provided.
7. Fill any empty space in the box with crumpled paper or bubble wrap to ensure that material does not shift during transit.
8. Fold the box flaps with the old shipping labels first to expose unused flaps.
9. Affix a DRC return shipping label and verify that the label has the correct district/school name and address. Contact DRC immediately if the address is incorrect. Affix a UPS label to each box.

Orders for additional return labels can be placed through WIDA AMS. Follow all procedures for submitting Additional Materials Orders: check for overage first and then, if an order is needed, have your District Test Coordinator place the order. The return shipping labels you order will be emailed and you will have to print them. If your Additional Materials window has closed and you require additional labels for the return shipment, contact DRC Customer Service at (855) 787-9615 or WIDA@datarecognitioncorp.com.

10. Seal the boxes securely using heavy duty shipping tape.

