

## LEA Requirements for Destroying, Storing, or Returning Test Materials for the 2016–17 School Year

The following information provides LEAs with requirements for the destruction, return, or storage of North Carolina Testing Program secure test materials.

### **Securely Destroying Test Materials**

When designated by the state, LEAs must securely destroy test materials using one of the following methods: shredding, secure recycling, observed landfill burial (i.e., by two or more designated school personnel), and/or incineration.

### **Test Materials to Securely Destroy Immediately after the Testing Window Closes**

Test materials designated in Table 1 must be securely destroyed immediately after the testing window closes. This includes used test books, unused test books, and unused answer sheets but does not include test books containing original student responses (see Table 2). *Assessment Guides are not secure, but should be destroyed after the testing window closes to avoid any confusion during the next testing window.\**

<b>Table 1: Test Materials Designated for Secure Destruction at the Completion of the Respective Testing Window</b>
Beginning-of-Grade 3 (BOG3)
EOC NC Math 1, Biology, and English II (store unused test materials from fall for use in spring and summer 2017)
NC Final Exams (store unused test materials from fall for use in spring 2017)
College and Career Readiness Alternate Assessments (CCRAA) Grades 10 and 11
EOG English Language Arts/Reading and Mathematics Grades 3–8 (store unused test materials from spring for use in summer 2017 programs)
EOG Science Grades 5 and 8 (store unused test materials from spring 2017 for use in summer 2017 programs)
Grade 3 Retest EOG English Language Arts/Reading
Read to Achieve Test Grade 3 (store unused test materials from spring 2017 for use in summer and fall 2017)
<i>NCEXTENDI</i> used Manipulative Card Kits and used Selection Booklets (Selection Booklets for English Language Arts only)
<i>Large Print Edition</i> test books
<i>One Test Item Per Page Edition</i> test books
<i>Large Print One Test Item Per Page Edition</i> test books
<i>Braille Edition</i> test books
*Assessment Guides—destroy all guides after the testing window closes unless otherwise stated below: <ul style="list-style-type: none"> <li>• Store EOC guides for use in spring and summer 2017.</li> <li>• Store NC Final Exams guides for use in spring 2017.</li> <li>• Store Read to Achieve guide for use in summer and fall 2017.</li> <li>• Store EOG guides for use in summer programs 2017.</li> <li>• Store CCRAA guides for use in spring 2017.</li> </ul>

**Test Materials to Be Stored Locally**

Test materials designated in Table 2 are secure test materials to be stored by the LEA in a secure, locked facility with controlled access limited to one or two authorized school personnel only. After the required storage time has elapsed, the LEA must securely destroy these materials.

<b>Table 2: Test Materials Designated to Be Stored by the LEA in a Secure, Locked Facility</b>	
<b>Test Material</b>	<b>Required Storage Time</b>
2015–16 boxed Grade 3 Student Reading Portfolios	Store until the new 2016–17 boxed portfolio is received from TOPS.
EOC NC Math 1, Biology, and English II	Store unused test materials from fall for use in spring 2017; store unused test materials from spring for use in summer 2017.
EOG ELA/Reading, Math, and Science	Store unused test materials from spring 2017 for use in summer programs 2017.
EOG Science Grade 8 Periodic Tables	Store indefinitely (Stock No. 12427).
<i>NCEXTENDI</i> Used Assessor Booklets	Store six months after the return of students' test scores.
Read to Achieve Test Grade 3	Store unused test materials from spring for use in summer and fall 2017.
All used answer sheets for operational tests (including scoring sheets for W-APT)	Store six months after the return of students' test scores.
Answer sheets with misaligned answers (keep testing irregularities in a separate file)	Store for six months after the return of students' test scores.
NC General Purpose Header Sheets	Store indefinitely (Stock No. 14049).
NC Final Exams	Store unused test materials from fall for use in spring 2017.
NC Final Exams Used <i>Multiple-Choice Only Answer Sheets</i>	Store for six months after the return of students' test scores.
NC Final Exams Formula Sheets and Reference tables	Store indefinitely (Stock Nos. 14154, 14155, and 14156).
Unused EOC, EOG, CCRAA, and NC Final Exam Graph Paper	Store indefinitely.
Original responses recorded in a test book, including special print version test books (i.e., <i>Large Print Edition, One Test Item Per Page Edition, Large Print One Test Item Per Page Edition, Braille Edition</i> )	Store for six months after the return of students' test scores.
Original Braille writer/slate and stylus responses	Store for six months after the return of students' test scores.
Original responses to a scribe	Store for six months after the return of students' test scores.
Original responses using a typewriter or word processor	Store for six months after the return of students' test scores.
W-APT test materials (reusable except for scoring sheets)	Store indefinitely (all forms).

**Test Materials to Return to Vendors**

Test materials designated in Table 3 must be packaged and returned according to the instructions provided by the vendor.

<b>Table 3: Test Materials to Be Packaged and Returned to Vendors</b>
All ACCESS for ELLs <sup>®</sup> materials must be returned to the vendor.
All ACT, PreACT, and ACT WorkKeys test materials must be returned to the vendor.
All English II EOC answer sheets for scoring must be returned to the vendor.

**Test Materials to Return to the NCDPI/TOPS Warehouse**

Test materials designated in Table 4 are to be returned to the NCDPI/TOPS warehouse at the conclusion of the testing window. Table 5 designates used answer sheets that must be returned immediately after test administrations to be scored. The materials in Tables 4 and 5 are not to be stored locally.

<b>Table 4: Test Materials Designated to Be Returned to the NCDPI/TOPS Warehouse at the Conclusion of the Testing Window</b>
<i>NCEXTENDI</i> unused Assessor Booklets, unused Manipulative Card Kits, and unused Selection Booklets (intact teacher kits)

<b>Table 5: Answer Sheets Designated to Be Returned to the NCDPI/TOPS Warehouse Immediately after Administration for Scoring</b>
College and Career Readiness Alternate Assessment for Grade 11 answer sheets
NC Final Exam answer sheets <i>that include constructed response items</i>