



North Carolina End-of-Course Assessment—English II
Return Kit Training
Prepared by Questar



Return Kit

- Will be included with testing materials from NCSU/TOPS
- Contains three items
 - Scoreable Materials Return Instructions
 - Scoreable Materials District Transmittal Form
 - Scoreable Materials School/Charter School Transmittal Form
 - New for 2016-17
 - 3 UPS Labels with receipt
 - If more are needed please contact Questar Customer Service

Return Kit Cover Sheet



North Carolina End-of-Course Assessment—English II
FALL 2016

Scoreable Materials RETURN KIT

- Scoreable Materials Return Instructions
- School Scoreable Materials Transmittal Forms
- District Scoreable Materials Transmittal Forms
- UPS Labels

Return Instructions



North Carolina End-of-Course Assessment—English II FALL 2016

Scoreable Materials Return Instructions to Questar via UPS

The scoreable materials (answer documents) for the North Carolina End-of-Course Assessment—English II must be picked up and shipped to Questar Assessment, Inc. (Questar) **no later than February 10, 2017**. Answer sheets shipped on February 11, 2017 or later will not be scored until May 2, 2017. Completed answer sheets and header sheets must be shipped to Questar each test day. Review these return instructions for the shipment of the scoreable materials to Questar.

To ship your scoreable materials to Questar, please follow these instructions:

IMPORTANT: Ensure you use forms for the Fall 2016 administration for the return of all your Fall materials.

1. Upon receipt of the answer documents from schools in your district, inventory them to ensure you received the exact number reported by each school. Make sure only USED answer documents are being returned.
2. Make sure that student information is filled in completely. Count and verify the number of answer documents being returned to Questar is the same as the total number of answer documents enclosed as coded on the North Carolina General Purpose Header Sheet and that the correct Header Sheets for 2016–2017 are being used. NC General Purpose Header Sheets MUST be included or scoring will be delayed.
3. **At the District level:** Complete one English II District Scoreable Materials Transmittal Form per shipment. List all the schools in that shipment and mark the total number of answer documents being returned for each school under the column "Total Qty Materials Being Returned". Sign your name at the bottom of the form.
4. **At the School/Charter School level:** Complete one English II School Scoreable Materials Transmittal Form per shipment. Mark the number of answer documents being returned for each group as identified on a Header Sheets under the column heading "Qty Materials Being Returned" across from the school's name. Sign your name at the bottom of the form.
5. After the English II District and School Scoreable Materials Transmittal Form has been completed, make a copy for your records and pack the original on top of the English II materials.
6. Pack the scoreable materials in a sturdy box(es).
 - Place each grouping of used answer documents and header, with the header sheet on the top of the stack of answer documents in the plastic bag provided.
 - Place each school's grouping of answer documents in the box(es)
 - Place the English II Scoreable Materials Transmittal Form on top of the last school's answer documents.
 - Use filler (e.g., crumpled paper or bubble wrap) to make sure materials do not shift during transport.
 - Tape boxes securely using heavy-duty shipping tape. We recommend at least three strips of tape across both the top and the bottom of the box to ensure the security of the contents during shipping.
 - Please remove or cover up any labels still attached to boxes from the original shipment to you.



QA112377

- Two-sided form
- Provides step-by-step instructions on packing and shipping for the LEA Test Coordinators
- Please return only completed test materials
- All schools must have at least one header to process
- Tape boxes securely (top and bottom)
- Contact: CustomerService@QuestarAI.com or toll-free at 877-997-0422 if you have any questions
- Ship materials when schools are done testing
- **IMPORTANT:** use forms for the appropriate administration ... use "fall" forms for Fall; use "spring" forms in the Spring etc.

FINAL pick-up date: Friday, February 10, 2017

Scoreable Materials Transmittal Form



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SCHOOL OR CHARTER SCHOOL
Scoreable Materials Transmittal Form

This form must be completed and RETURNED to Questar with the used, SCOREABLE answer documents

1 | SCHOOL or CHARTER SCHOOL NAME:

2 | SCHOOL or CHARTER SCHOOL SIX-DIGIT LEA/SCHOOL CODE

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3 | GROUPS INCLUDED
You will need to list each group according to the "TEACHER'S NAME" in box 4 on of the General Purpose Header Sheet. The number of answer documents indicated under "Qty. of Answer Documents Returned" column on this form must match the number of answer documents indicated in box 9 on the General Purpose Header Sheet.

	Qty. Answer Documents Returned
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Do not write in this area please

Please check this box if additional "TEACHER NAMES" are listed on the back of this form.

School Test Coordinator's Signature: _____

Telephone: (____) _____ Date: _____

- **New for 2016-17**
- The separate School Transmittal form allows us to validate the quantity of materials we should have for each group/teacher within a school
- Completed at the School/Charter School level
- School or Charter School Name
- Six-digit LEA/School Code
- List all schools/charter schools being returned as individual lines
- School Test Coordinator signs to verify packages and quantities returned
- Questar uses to verify our counts at check-in and provided additional information post scanning

UPS Label

DISTRICT TEST COORDINATOR NCSU/TOPPS 3240 LOGAN ST RALEIGH NC 27603	10 LBS 1 OF 1 RS	Return Service Customer Receipt
SHIP RECEIVING (877) 997-0422 TO: QUESTAR ASSESSMENT INC. 14720 ENERGY WAY APPLE VALLEY MN 55124		Ship To Receiving Questar Assessment, Inc. 14720 Energy Way Apple Valley, MN 55124 1-877-997-0422
	MN 551 9-03 	Service: Ground Tracking #: 1Z87X9339002806670 Content: Generic Return Kit
UPS GROUND TRACKING #: 1Z 87X 933 90 0280 6670		Project: NC1612 EOC P/P SY 2015-16(902) Shipment: Shipment 1 Order #: 691513 Ship From: NCSU/TOPPS
		CALL UPS CUSTOMER SERVICE AT 877-536-2697 TO SCHEDULE PICK-UP
BILLING: P/P DESC: GENERIC RETURN KIT RETURN SERVICE REF1: 902 / 000001 / 691513 REF2: NC1612		
CUU 11.1 WinImage 69.5V 10/2015		

- 2 part label:
 - Shipping label
 - Receipt
- Place shipping label on box as indicated in instructions
- Keep receipt for your records and tracking #

Reminders

TEACHER'S NAME													SCHOOL NAME												
T	A	Y	L	O	R	D							E	A	S	T									
○	○	○	○	○	○	●	○	●	●	●	●	●	○	○	○	○	○	○	○	○	○	○	○	○	
A	●	A	A	A	A	A	A	A	A	A	A	A	A	●	A	A	A	A	A	A	A	A	A	A	
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
D	D	D	D	D	D	D	●	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
E	E	E	E	E	E	E	E	E	E	E	E	E	●	E	E	E	E	E	E	E	E	E	E	E	
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
L	L	L	●	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
O	O	O	O	●	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
R	R	R	R	R	●	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	
S	S	S	S	S	S	S	S	S	S	S	S	S	S	●	S	S	S	S	S	S	S	S	S	S	
●	T	T	T	T	T	T	T	T	T	T	T	T	T	T	●	T	T	T	T	T	T	T	T	T	
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Y	Y	●	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	

As a reminder, the following situations will delay scoring:

- Boxes are not packed according to the Return Instructions
- Transmittal forms are not completed accurately
- Students do not code the form number on the answer sheet
- White out paint or tape is used on the header sheets and answer documents
- NC General Purpose Header Sheets are not included in each box. Header sheets must be included for general and makeup administrations

Questions?

