

## Instructions for Materials Return

1. First, collect all your used and unused materials. Materials may be returned by **district or school coordinators**. Inventory all materials by using the school packing lists and school security lists. If secure materials are missing, please obtain them. Please do NOT return security compliance forms, **unused** answer documents, or Scoring Documents for Participation and Supported Independence.
2. Secondly, assemble Functional Independence answer documents by doing the following:
  - A. Separate used answer documents from unused/blank answer documents. Make sure that all used answer documents are free of sticky notes, paper clips, or other extraneous materials and that the front covers are accurately completed.
  - B. Ensure that responses for students who received accommodations have been transcribed, if appropriate, onto the regular scannable answer document. Please also ensure that no answer documents have been tucked inside of a test booklet.
  - C. Verify that each answer document being returned for scoring has a correct Pre-ID student barcode label. If any barcode labels are missing or incorrect, you may print them from the Secure Site ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). **A \$10 fee may be charged for each scored answer document returned without a barcode label.**
  - D. Organize used answer documents by type. Group all Mathematics answer documents together, all ELA: Expressing Ideas documents together, and so forth. If you have any answer documents with **word processed pages or any that require special handling, please separate those** answer documents from the others and follow the instructions for Special Handling below.
  - E. **SPECIAL HANDLING:** Some answer documents you are returning may require Special Handling. These are **used** secure documents that have been damaged, should not be scored for some reason, or include **word processed** pages, etc. Use the green Special Handling Envelope to return these materials. Complete the front of the envelope as directed by the instructions on the envelope. Ensure that any answer document that should not be scored is clearly marked "Do Not Score" at the top of the document. **Make sure the student and item information is written on any word processed pages and that the pages are inserted into the student's answer document.** Please do not return blank or unused answer documents. The envelope itself does not need be returned if it is not used.
3. Use the original shipping boxes to **return your materials to Measurement Incorporated**. If the original boxes are not available, use other sturdy boxes. Please **do not use** copier paper boxes.
4. Pack materials into your box(es) in the following order. Please note that all secure items must be returned. A diagram is available in the appendix section of the MI-Access manual. District coordinators may return materials for more than one school in the same box.
  - A. Begin by placing all used and unused assessment booklets (FI, SI and P) and other test materials such as **used or unused picture cards, listening scripts, and used or unused accommodated versions (CDs, enlarged print, or Braille) in the bottom of the box**. Place the gold divider sheet on top of these materials. Please DO NOT return security compliance forms, SI/P Scoring Documents, or **unused** answer documents.
  - B. Place all **used answer documents** on top of the gold divider sheet. If all of your materials will not fit into one box, please make sure that the used answer documents

are in **Box 1** of your return shipment. If there are too many used answer documents to fit into one box, proceed by packing the remainder into Box 2.

- C. Green Special Handling Envelopes, if they have been used by your school(s), should be placed at the top of Box 1 on top of other regular used answer documents. Ensure they are filled out completely.
5. Do not return the OSA Security Compliance Form to the contractor. The state requires districts to keep these forms on file for three years following the assessment administration.
6. The Scoring Documents sheets that were used during the Supported Independence and Participation observations and online score entry **should be retained by the school and do not need to be returned**. Assessment Administrator booklets are secure and should be returned.
7. After all your materials have been placed into the box(es), fill any excess space with crumpled paper or cardboard to keep the items protected during transit.
8. Remove or black out any old shipping labels. Then adhere a **yellow Materials Return label** to the top of each box. Fill in the district name and district code and the Box \_\_\_ of \_\_\_ fields for each box. Then securely seal each box with three strips of plastic shipping tape on the top and bottom.
9. Lastly, complete the "from" or sender's section on the FedEx Express airbill and attach it to Box 1 of your shipment. You only need one airbill on Box 1 of your entire shipment. Then follow the instructions below to arrange your pickup. If you do not have enough yellow Materials Return labels and/or FedEx Express airbills, place an order on the Secure Site.

NOTE: Do not mark in any other section on the airbill. They have been preprinted with the accurate shipping destination and billing information.

### **Instructions for Returning via FedEx Express**

1. Place the boxes where the FedEx driver normally delivers or picks up packages.
2. To schedule a pickup, call **1-800-GoFedEx (1-800-463-3339)**. After the voice prompt, **you can press 9 or say, "Premier Customer Service Program."**
3. When prompted, enter 999 999 933 as the nine-digit FedEx account number. When transferred to a Customer Service Representative, specify that you need to schedule a **FedEx Express pickup** for the MI-Access project.
4. Please have the following information available when you call:
  - phone number (if you have called to schedule FedEx pickups or shipped materials prior to this call, FedEx will have your address information in their system; otherwise, this information will need to be provided).
  - the pickup date.
  - the total number of boxes you are returning (specify a "multiple piece shipment" if returning more than one box); and
  - the average box weight (you can use 20 pounds per box).
5. For "multiple-piece shipments," the FedEx driver will produce individual labels for each box linking it to the airbill on Box 1. Please **retain the sender's copy of the airbill** for your records, as it contains the master tracking number for your return shipment.
6. After returning ALL your MI-Access materials for this administration, destroy any remaining FedEx Express airbills, as these are year specific.

# MI-Access Packing and Shipping Diagram for Returning Test Materials to Measurement Incorporated

- Fill extra space with paper if needed.
- Block out or remove old shipping labels.

**Top of Box**  
Package return materials in the following sequence

**Special Handling Envelope(s)**  
(if used includes)

**WORD PROCESSED**  
Pages inside Answer Document

**DAMAGED** materials

Used Answer Documents marked  
**"DO NOT SCORE"**

Fill in the appropriate information on the front of the Special Handling Envelope.

Group by content area

**Used Answer Documents for Functional Independence**

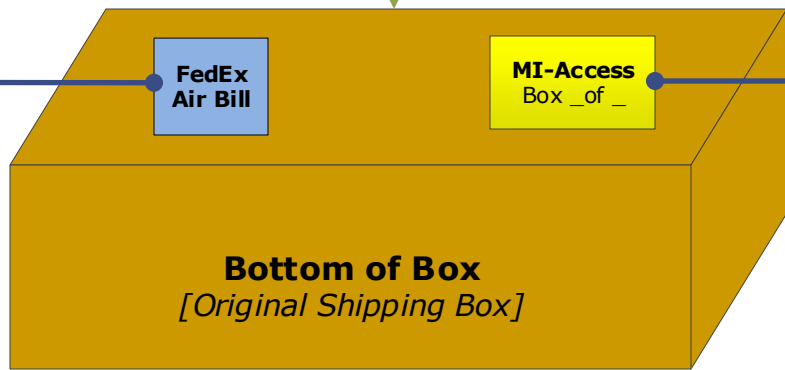
**Gold Divider Sheet**



- All Used and Unused Secure Materials:**
- Assessment Administrator Booklets (SI/P)
  - Assessment Booklets (FI)
  - Listening Scripts
  - Picture Cards (SI/P)
  - Accommodated Assessment Materials (FI ONLY)

- Do not return:**
- Security Compliance Forms
  - Unused Answer Documents
  - Scoring Documents for SI/P

Apply FedEx airbill to box  
  
FedEx will provide labels for any other boxes if needed



Apply numbered yellow Materials Return Labels to the tops of all boxes