
From: CalTac <CalTAC@info.ets.org>
Sent: Wednesday, April 18, 2018 3:05 PM
To:
Subject: CAASPP--Returning Test Materials for Scoring



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Dear LEA CAASPP Coordinator:

To ensure that paper-pencil materials are processed properly for scoring, please follow all instructions for their return by adhering to the instructions in any of the *CAASPP Paper-Pencil Testing Test Administration Manual for Smarter Balanced Summative Assessments* and the [Materials Returns Instructions](#). These are available on the [Smarter Balanced Assessments for English Language Arts/Literacy and Mathematics](#) Web page.

Specifically, you are asked to ensure the following:

- Use the UPS labels that you received with your 2017–18 test materials. **Do not use labels from past test administrations/years.** If you have shipping labels from past years, please destroy them.
- For the 2017–18 administration, scorable materials are being shipped to a different location than the nonscorable materials; therefore, **scorable materials should not be combined with nonscorable materials.** Refer to the [Materials Return Instructions](#) for returning materials.
- When completing the School and Grade Identification Sheet (SGID), please be reminded that the Testing Start Date needs to be completed on each SGID that is being returned with the response booklets for scoring. This information is required for accountability purposes. Refer to the [Materials Return Instructions](#) for returning materials.
- LEA CAASPP Coordinators should work with the California Longitudinal Achievement Data System and/or technology coordinator(s) to ensure that student data are correct before paper-pencil testing starts for the 2017–18 administration. Please remember not to exit the students from the system until the state administration window closes on July 16, 2018.

Questions about materials returns and all other topics regarding CAASPP administration should be directed to the California Technical Assistance Center by phone at 800-955-2954 or by e-mail at caltac@ets.org.

Sincerely,

California Technical Assistance Center

Phone: 800-955-2954

Fax: 800-541-8455

E-mail: caltac@ets.org

Web site: <http://caaspp.org/>

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