Document Overview

The purpose of this document is to provide guidance on managing students who move during an administration from:

1) a paper-based testing (PBT) school to another PBT school,
2) a computer-based testing (CBT) school to a PBT school,

or

3) a PBT school to a CBT school. (Refer to the Transfer Student (CBT) Guidance document for students who move from a CBT school to another CBT school.)

This guidance is for situations when students have completed some—but not all—units of a test. Wherever possible, it is recommended that students complete testing at the original school before transferring. Students newly enrolling in a school who have not participated in any testing should be scheduled for make-up testing within the test administration window whenever possible. Contact your state department of education to determine if your state has a cut-off date for testing newly enrolled students.

Accountable Organizations

The Accountable District and School fields (also referred to as the Reporting District and School) are the organizations that the student tests will roll up to for reporting purposes. The Accountable District and School listed for the administration is what will be used for summative reporting.

Note: Pearson cannot merge student responses from different test booklets or answer documents during processing and scoring. Therefore, it is important to follow instructions below, and to not assign more than one test per student.

Students Who Transfer from a PBT School to Another PBT School

Below are the options when the original school and the new school are both doing paper-based testing.

If "School B" (the new school) can contact "School A" (the original school):

- **Option 1:** The student's test booklet is transferred from School A to School B, and the student continues testing (if allowed by your state policy on page 2). Consult the decision tree on page 3 to determine next steps regarding student registration in PearsonAccess[next].
  - **Option 1a: Original Test Material Arrives Prior to Testing:** The student's test materials are transferred from School A to School B before the student needs to test in School B, and the student continues testing using the original test materials.
  - **Option 1b: Original Test Material Does Not Arrive Prior to Testing:** The student's test materials are transferred from School A to School B, but not before the student begins testing at School B. The student continues testing in School B using new test materials provided by School B with **the same form number**[1] as the original test materials**.** After School A sends the original test materials, School B will transcribe the answers from the School A test booklet (grade 3) or answer document (grades 4–high school) into the School B test booklet or answer document. The test booklet or answer document from School A is marked "Do Not Score" or with an "X."

    OR

- **Option 2:** School A marks the test booklet or answer document "Do Not Score" or with an "X," and the student retests at School B using test materials with a **different form number**. For grades 4 through high school, make sure the student has a matching form number for their test

booklet **and** answer document.

If School B cannot contact School A:

- **Option 3:** The student takes one or more test units at School A before moving, and then completes the remainder of the test units at School B. Depending on your state policy (refer to the following table), School A will either return the booklet with scorable materials, or mark it "Do Not Score" or with an "X" and return it with the nonscorable materials. The state assessment office will determine which test attempt will be reported. **Student responses from different test materials cannot be merged during processing and scoring, therefore the student will not receive a complete score.** Consult the decision tree on the next page to determine next steps regarding student registration in PearsonAccess[next].

 Note: If School B cannot contact School A, please contact your state education agency assessment office for assistance.

[1] The new test materials **must** be the same form number or the original units will not be able to be transcribed into the new booklet. Results from partially completed test materials will not be merged together. The student must have one complete test booklet or answer document to receive full credit.
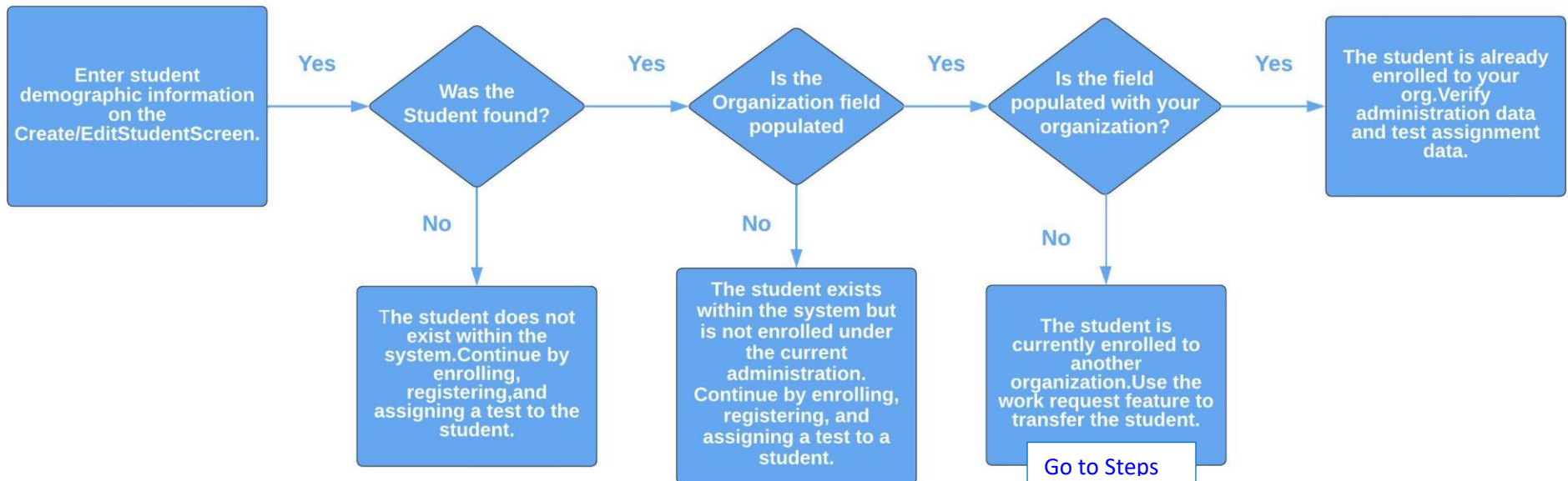
What is taking place?	
A new student has moved to my district/school. Go to page 2	A student has moved away from my district school. Go to page 10

Directions for the Transfer-To District/School: How to Register Students through the User Interface

The purpose of this section is to provide information on how to use PearsonAccess^next to successfully register students who move to your organization. Review the User Role Matrix to learn which roles can perform these activities.

For information about Registering Students via SR/PNP go to page **15**.

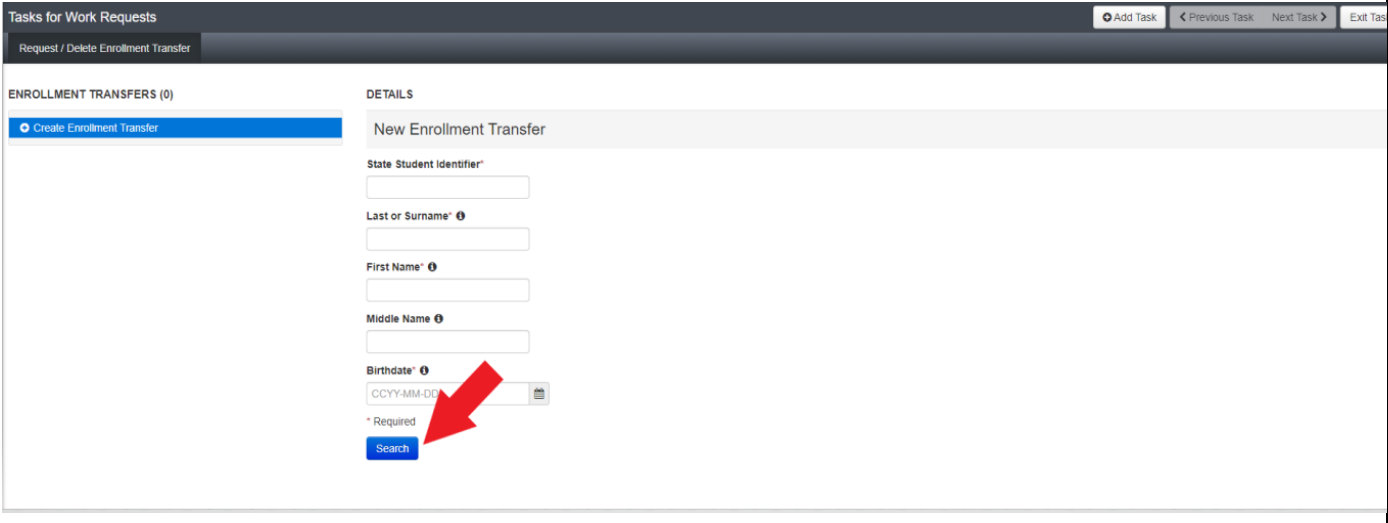## Steps to add Students to your Organization through the PearsonAccess^next User Interface.

Searching for a Student Record

Step	Directions
1. **Enter student demographic information on the Create/Edit Student Screen.**	• Choose the administration from the dropdown in the top banner in PearsonAccess^next^. • Go to **Setup > Students**. • Select **Create/Edit Students**, **Register Students,** and **Manage Student Tests** under the **Tasks** dropdown menu and click **Start**. • On the **Create/Edit Students** screen, enter the student's demographic information. Make sure to correctly enter all information, especially the State Student ID. • Click **Create.**
2. **Was the Student Found?**	A. **Yes** - If a student record is matched, then the user will get the following banner message: "Success: Matching student has been located in the system and has been added to your selected students list. New student has not been created." Go to **Step 3**. B. **No** - If a student was not found, then a "Success" banner message will appear. Continue to the **Registering and Assigning a Test to a Student Record steps.** **Note:** PearsonAccess^next^ uses matching criteria to locate existing student records. You will receive an error stating value(s) entered did not match the value in the database if the State Student Identifier and at least <u>two</u> of the following fields did not match exactly what is currently recorded in PearsonAccess^next^: First Name (full), Last Name (full), Birthdate (YYYY-MM-DD format), Local Student Identifier, and Sex.
3. **Is the Organization Field Populated?**	A. **Yes** - Go to **Step 4**. B. **No** - The student exists within the system but is not enrolled under the current administration. Continue to the **Registering and Assigning a Test to a Student Record steps.**
4. **Is the Organization Field Populated with <u>your</u> Organization?**	A. **Yes** - Go to **Step 5**. B. **No** - The student is currently enrolled to another organization. Exit the task and continue to the requesting a **Transfer "Work Request" steps.** **Note:** If you are a district user, and a student is transferring between two schools within your district, there are additional options to update the student record. This would involve removing the student's test assignments, replacing the organization enrollment, then reassigning the test assignments. If you are comfortable with the system and know how to do this, please proceed. However, due to different variables that and timing, it is recommended to use the Transfer "Work Request" step to ensure students are registered and enrolled correctly.
5. **The Student Record is currently enrolled to your Organization.**	• The student is already enrolled to your org. You should verify administration data and test assignment data. For more information, view the **Registering and Assigning a Test to a Student Record steps**. If all data is correct, no further action is required.

Registering and Assigning a Test to a Student Record

Step	Directions
• **Register Student**	• On the **Register Students** screen, select the student to register and check the **Registered** option. The student's **Grade Level** and **Accountable School Code** will also need to be entered.
• **Manage Student Tests**	• On the **Manage Student Tests** screen click **Create Student Tests** and enter the required information to create a new test. Click **Save**. o **Note:** Students will still need to be placed into a test session once the test assignment is created.

How to Create a "Work Request" for Transfer Students

Step	Directions
1. **Search for the Student Record**	• Choose the administration from the dropdown in the top banner in PearsonAccess[next]. • Go to **Setup > Work Requests**, click the **Select Tasks** dropdown menu and select **Request/Edit Enrollment Transfer**. Click **Start.** • To search for the student to be transferred, enter the student details and click **Search**. ![Screenshot of Tasks for Work Requests showing the Request/Delete Enrollment Transfer tab with a New Enrollment Transfer form containing fields for State Student Identifier, Last or Surname, First Name, Middle Name, and Birthdate, with a Search button highlighted by a red arrow.]

2. Was a record found?	A. **Yes** - Go to **Step 3**. B. **No** – Double-check the demographic information that you entered is correct. PearsonAccess^next uses matching criteria to locate existing student records. You will receive an error stating the student wasn't found if the values entered did not match the values in the database. The State Student Identifier First Name (full), Last Name (full), and Birthdate (YYYY-MM-DD format must all match for the record to be found. If you verified all information is correct, go to the **Searching for a Student Record** step to see if the student is enrolled under the current administration. **Note:** If you still experience difficulties, please contact Customer Support.
3. Request the Transfer	• If a match is located, under the **Change Enrollment To** dropdown menu, select the organization where the student is to be transferred. • Click **Send Request**.

Note: The student will be transferred after the request is approved by the transfer-from organization, as described in **Locating and Approving a Transfer Work Request**.

Check the status of your transfer work request
• Go to **Setup > Work Requests**, and use the Status Filters found on the left side of the screen to view the status of your transfer work request. Once approved, go to **Step 4**. Contact the transfer-from district or your state if the student transfer request is not approved or rejected within a reasonable amount of time.

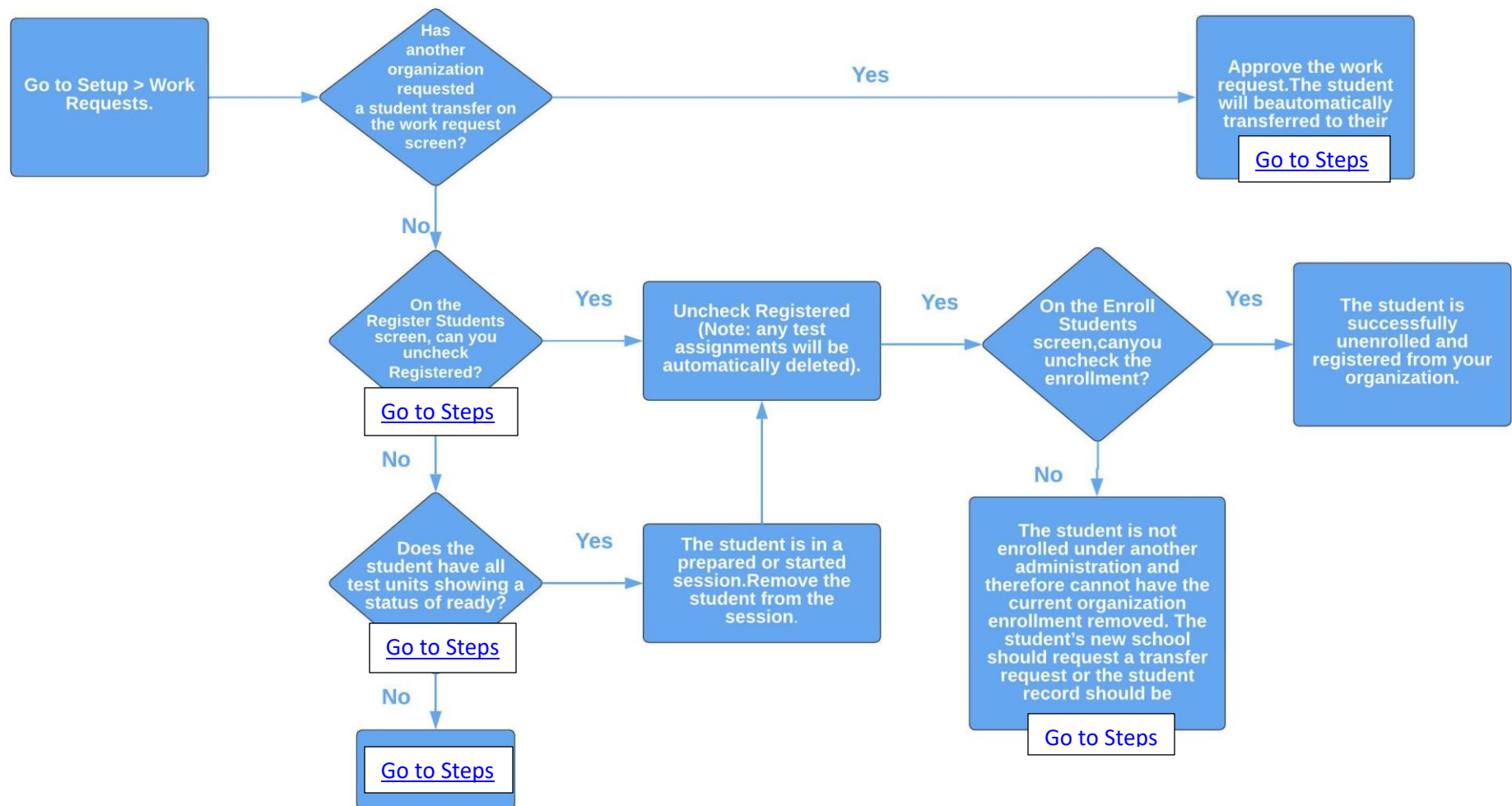|	
4. Verify Registration and Test Assignment Information.	Once the student is transferred your organization, you should verify student registration data and test assignments. • Go to Setup > Students. • Search and select the student record, select **Register Students** and **Manage Student Tests** under the Tasks dropdown menu and click **Start**. • On the Register Student screen, verify the accountable school code and demographic fields. Make any updates and click **Save**. ○ **Important:** Make sure to update the Accountable School Code. The Accountable School Code is auto- populated with the Testing School Code when a student is initially registered via a SR/PNP import and that value is remains when the student transfer request is approved. Please review the Operational Report "Students where Accountable District/School is different from Testing District/School" to confirm all students' Accountable School Codes are correct. • Toggle to Manage Student Test Screen and verify all test assignment data is correct. Make any updates and click **Save**.
5. Transfer student test assignment from Transferred session.	If the student was assigned to a test session under their previous organization, then a new test session will automatically be created in the Transfer-To School and transferred student test assignments will be automatically assigned to these sessions. The test sessions under the Transfer-To School will be named "Transfer" followed by the test subject and grade level (e.g., Transfer-Grade 3 Mathematics). The transfer sessions cannot be prepared or started. Students will need to be moved from these sessions to other test sessions to test. • Go to **Testing > Students in Sessions** and add the transfer sessions you need to manage to the Session List. • Select the students to move from the list at the bottom of the screen. • Select the **Move Students between Sessions** under the Tasks dropdown menu and click **Start**. • On the **Move Students between Sessions** screen, select the **Sessions** search box to move the student to an existing session or click **Create** to move the student to a new session. ○ If creating a new session, complete the session details in the pop-up window and click **Create**. Click the check box for the session to move the student(s) to and click **Move.**

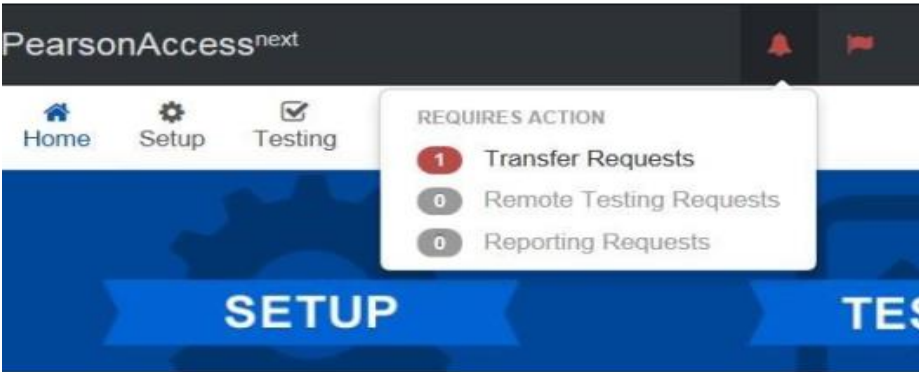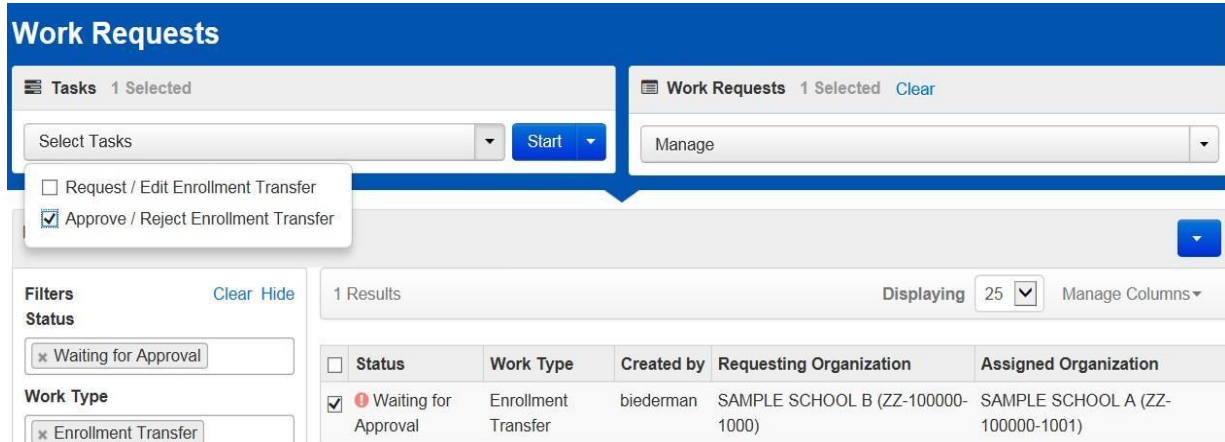# Directions for the Transfer-From District/School: How to Unregister Students through the User Interface

The purpose of this section is to provide information on how to use PearsonAccess^next to successfully unregister students who move from your organization. Review the User Role Matrix to learn which roles can perform these activities.

For information about Unregistering Students via SR/PNP go to page **14**.

Steps to remove Students from your Organization through the PearsonAccess^next User Interface.

Go to Setup > Work Requests.

→ Has another organization requested a student transfer on the work request screen? — **Yes** → Approve the work request. The student will be automatically transferred to their
Go to Steps

No ↓

On the Register Students screen, can you uncheck Registered? — **Yes** → Uncheck Registered (Note: any test assignments will be automatically deleted). — **Yes** → On the Enroll Students screen, can you uncheck the enrollment? — **Yes** → The student is successfully unenrolled and registered from your organization.
Go to Steps

No ↓

Does the student have all test units showing a status of ready? — **Yes** → The student is in a prepared or started session. Remove the student from the session.
Go to Steps

No ↓

Go to Steps

No ↓ (from Enroll Students) The student is not enrolled under another administration and therefore cannot have the current organization enrollment removed. The student's new school should request a transfer request or the student record should be
Go to Steps

Locating and Approving a Transfer "Work Request"
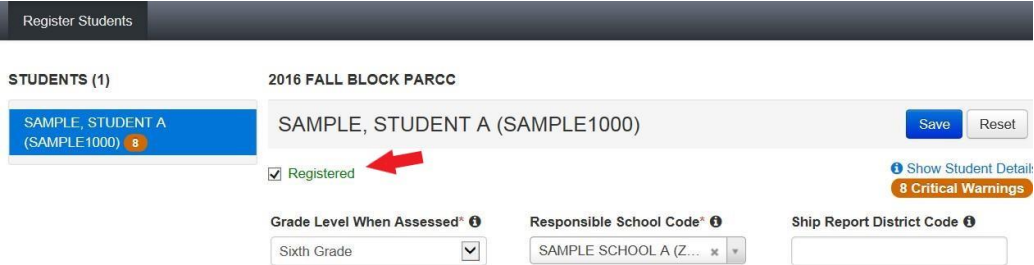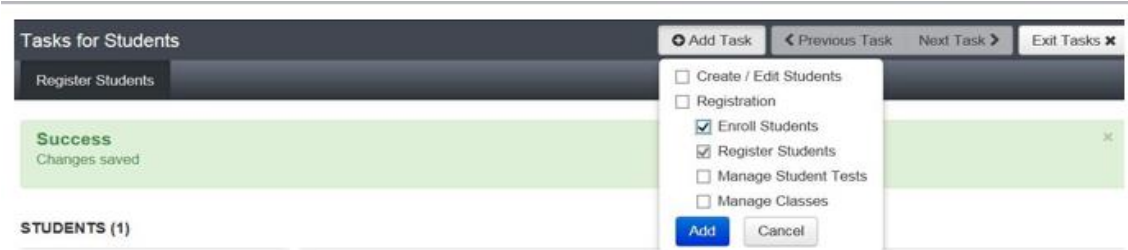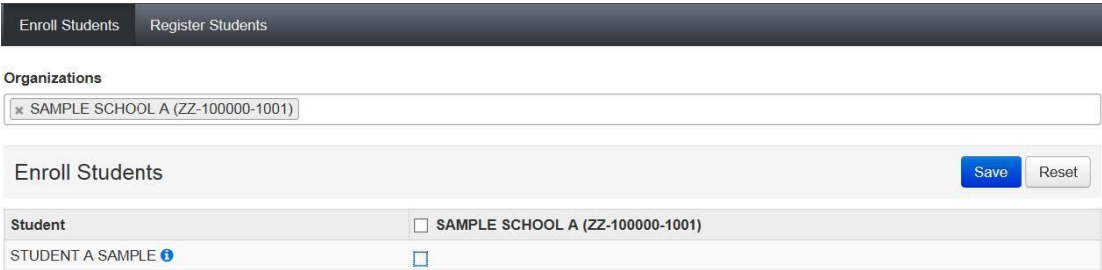
Step	Directions
1. **Look for a Transfer Request**	• Choose the administration from the dropdown in the top banner in PearsonAccess[next]. • Select the Bell Icon, check to see if there is a Transfer Request. If so, click **Transfer Requests**. (This will automatically take you to the **Setup > Work Requests s**creen**)**
2. **Has another organization requested a student transfer?**	A. **Yes** - Go to **Step 3**. B. **No** – Go **Manually Removing Student Enrollment and Registration** Steps.
3. **Approve /Reject the Transfer Work Request**	• Selected the record, select **Approve/Rejected Enrollment Transfer** from the **Tasks** dropdown menu and then click **Start.**

- On the **Approve / Reject** Enrollment Transfer screen, click **Approve**

- Alternatively, if there is a student transfer"Work Request"for a student not moving away from your organization, you can populated the **Reject Enrollment Transfer Reason** Field and click **Reject**.

Manually Removing Student Enrollment and Registration

Step	Directions

1. Can you uncheck Registered?	• Choose the administration from the dropdown in the top banner in PearsonAccess^{next}.
	• Go to **Setup > Students**.
	• Search and select the student record, select **Register Students** under the Tasks dropdown menu and click **Start**.
	• **Can you uncheck Registered?**
	   A. **Yes** – Uncheck Registered and go to **Step 2**. (If a test is assigned, it will automatically be removed)
	   B. **No** – Go to **Step 3**.(Registered checkbox will be grayed out)

2. Can you uncheck the Enrollment Box and Successfully Save?	C. Select **Enroll Students** under the **Add Task** dropdown menu and click **Add**. • Uncheck the organization enrollment and click **Save**. • **Were you able to successfully save?** A. **Yes** – A success message appeared. The student enrollment and registration has been successfully

3. Does the student have all test units showing a status of ready*?	You will not be able to uncheck **Registered** on the **Register Students** screen if the student currently has a test assignment in a prepared or started session. Go to Testing/Students in Session and verify the status of the student's test units.
	
	 Does the student have all test units showing a status of ready*?
	    A. **Yes** – Remove the student from the session(s) and go to **Step 1**.
	    B. **No** – The student has a test unit in a status of resumed, resumed upload, active, exited, completed, or marked complete. PearsonAccess^next prevents the deletion of started tests. If the student transferred to another organization within your state, the new organization will need to request a "Work Request" transfer. <mark>Contact your state for further direction.</mark>
	
	 * (Rare) Students that have a unit of the test voided automatically get reassigned the same unit of the test. The original unit that was voided is not deleted but instead is saved as a completed test. Contact Customer Support if you show all student in a ready status but are unable to
	 D. uncheck **Registered.**

	removed from your organization. **No further action is required.** • **No** – An error message appeared. Go to **Manually Deleting a Student Record** Steps.

Manually Deleting a Student Record

PearsonAccess^next requires a student record to have an organization association under at least one administration. You will be unable to remove the Organization Enrollment if the student has not be enrolled under another administration. Instead, the student record will need to be deleted. If you have been assigned the **Delete Student Role** you will be able to manually delete the student record. If you are not assigned this role, please contact your Test Coordinator or State.

Step	Directions
1. **Manually Deleting a Student Record.**	• Choose the administration from the dropdown in the top banner in PearsonAccess^next. • Go to **Setup > Students**. • Search and select the student record, select **Register Students** under the Tasks dropdown menu and click **Start**. • On the Delete Students task screen, select the student record and click **Delete**.

Directions for the Transfer-From District/School: How to Unregister Students through the File Import/Export Process

Note: These steps apply to students who have not started testing. If a student leaves a district/school, they will need to be unregistered for current/upcoming administration. Review the User Role Matrix to learn which roles can perform these activities.

Step	Directions
Export SR/PNP File	• Choose the administration from the dropdown in the top banner in PearsonAccess^next. • From **Setup > Import/Export Data**, open the task list and select **Import Export Data**. Click **Start**. • Select a **Student Registration Export.** Set the **File Layout Type** to **CSV** and clear the **Test Status Filters**. Click **Process.** • After the file is exported, it will be listed at **Setup > Import / Export Data**.
Update the SR/PNP File to Unregister the Student	• Once the file is processed and downloaded, filter the file to include only the student registrations that are to be removed. • Ensure that the custom formatting is correct for the appropriate columns (e.g., birthdate, grade level). • Save the file locally.
Import the file as a Student Registration Delete File	• From **Setup > Import/Export Data**, open the task list and select **Import Export Data**. Click **Start**. • Select **Student Registration Delete.** Set the **File Layout Type** to **CSV**. Choose the file and click **Process**.
Troubleshooting Errors	An error stating "The test: <Test Name> for student <Student Name> is complete. It cannot be deleted." is received when a student is already started at least one unit of the test. If you receive this error, see the directions on submitting a **Work Requests.**

Directions for the Transfer-To District/School: How to Register Students through the File Import/Export Process

Note: These steps apply to students who have not started testing and are not enrolled to another organization.

The purpose of this section is to provide information on how to use PearsonAccess^next^ to successfully manage students who move prior to the start of the test administration but after the initial SR/PNP import. Review the User Role Matrix to learn which roles can perform these activities.

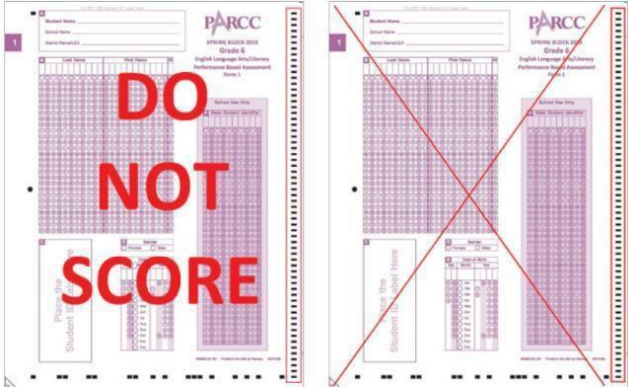| Step	Directions
Create a new Student Registration/Personal Needs Profile Import	• Choose the administration from the dropdown in the top banner of PearsonAccess^next^. • Refer to the Student Registration/Personal Needs Profile Training Module. • Refer to the Student Registration/Personal Needs Profile layout documents found on the Support Page of PearsonAccess^next^.
Import SR/PNP File	• Go to **Setup** > **Import/Export Data**. • Select **Import / Export Data** under the **Tasks** dropdown and click **Start**. • Under **Type**, choose **Student Registration Import**. • Click **Choose File** and select the new Student Registration/Personal Needs Profile Import file. • Click **Process**. • If completed without error, student will now be assigned a test in the new school.
Troubleshooting Errors	• An error stating "The student can only be enrolled in 1 organization" is received when a student is already enrolled in a separate district/school. If you receive this error, see the directions on submitting a Transfer "**Work Requests.**" • An error stating "The student <attribute> did not match the value of the student <attribute> in the database" is received when a student SID is matched to an existing student record in PearsonAccess^next^ but at least two fields used for matching did not. Matching fields include: First Name (full), Last Name (full), Birthdate (YYYY-MM-DD format), Local Student Identifier, and Sex. If you have verified all data is entered correctly and still receive this error, please contact your state.

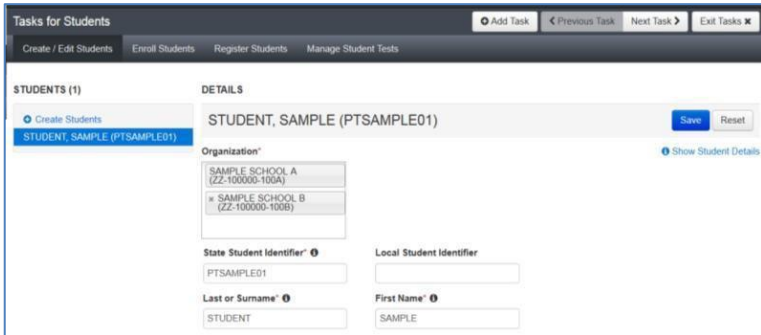# Option 1: Transfer Test Booklet for Paper-based Testing

See page 1 to check if this option is available for your state.

Step	Directions
Options 1a and 1b: School A contacts School B to inform the School Test Coordinator (STC) that their student is transferring there, and to request that they securely receive the student's partially used test materials (and provide other student information—e.g., any accommodations the student uses). School A transfers the test materials either by delivering it to School B's STC in person or shipping it via certified mail with signature required.	School A and School B must document the transfer of the test materials using a chain-of-custody form ([see attached recommended form](#)).
Option 1a: Test student after test materials arrive at School B.	**Recommended:** The student can wait until the original test material has arrived to begin testing in School B. This is recommended so that the student can complete testing in one test booklet or answer document. After testing, the test booklet or answer document is returned with School B's scorable materials. Refer to Section 5.2.4 of the *Test Coordinator Manual (TCM)* for instructions on returning scorable materials. During materials resolution after the administration, School A will receive a security resolution list via email from Pearson, which will include the test booklet and answer document barcode that was transferred to School B. School A should respond to this correspondence to inform Pearson that the booklet was shipped to School B due to a student move. Pearson will then enter this information into their system.
Option 1b: Test student before booklet arrives at School B.	If School B wishes to test the student before the original test booklet arrives, School B must contact School A to determine which form number the student used, and which test units were completed. a. When the original test material arrives, School B will need to transcribe the student's responses from the original test booklet or answer document to the new test booklet or answer document. Refer to Section 5.2.2 of the *TCM* for guidelines for transcribing. b. School B will mark the original test booklet or answer document "Do Not Score" (refer to the instructions in the first step of option 2) and return it with nonscorable materials. School B will return the new, transcribed test booklet or answer document with scorable materials (refer to Section 5.2.4 of the *TCM* for instructions on returning scorable materials).

Option 2: Mark "Do Not Score" and Retest for Paper-based Testing

Refer to the State Guidance table on pages 2–3 to check if this option is available for your state.

Step	Directions
School A marks the student's test booklet or answer document "Do Not Score" or with an "X," and returns it with **nonscorable** materials.	Refer to Section 5.2.2 and 5.2.4 of the *Test Coordinator Manual* for marking test materials "Do Not Score" or marking materials with an "X" and returning the test materials.
School B contacts School A to find out any accommodations the student uses. School B tests the student, using test materials with a different form number from the form number used at School A.	School B should check the school's or district's overage for available test materials. If needed, School B will need to submit an additional order for test materials. Refer to Figures 3.0 and 3.1 in the *Test Coordinator Manual* to see how to find a form number.
Student completes testing, and School B returns the test booklet or answer document with scorable materials.	Refer to Section 5.2.4 of the *Test Coordinator Manual* for return instructions.
Student must be moved from School A to School B in PearsonAccess^next.	• Choose the administration from the drop down in the top banner in PearsonAccess^next. • Go to **Setup** > **Students**. • **Select** Create / Edit Students, Register Students, and Manage Student Tests **under the** Tasks drop down menu and click **Start**. • On the **Create / Edit Students** tab, enter the student's core demographic information.

	Core demographic information is used to match student records within PearsonAccess[next]
	○Note: See Student Matching Rules at end of the document.
	•Click **Save**.
	Note: If the student exists and you successfully match student core data, you will
Register students.	• On the **Register Students** tab, verify data populated in all data fields is correct.
	• Important: Make sure to update the Accountable School Code.
	○ Note: Only users assigned the Sensitive Data Add-on Role or Student Test Update Add-on Role will be able to view and edit Sensitive Data fields.
	Click **Save**.
Manage student tests.	• Click the **Manage Student Tests** tab.
	• On the right side of the screen, select **Create Student Tests**.
	• Populate the appropriate data fields.
	• Click **Save**.
Add student to a test session.	• Go to **Testing** > **Students in Sessions** and add the session under the Session List.
	• Select **Add Students to Sessions** under the **Tasks** drop down and click **Start**.
	• On the **Add Students to Sessions** screen, click the **Session** drop down to choose the session.
	• Search for the student in the **Find available students** search bar or click the arrow to choose **Show all results** and see all students assigned to the test.
	• Click the check box for the student and click the **Add** button.

Note: The student will still be enrolled and assigned tests in School A unless a district or state user deletes the original assignment

Option 3: School A and School B Send Test Booklets or Answer Documents for Scoring

Use this option only if School B cannot contact School A. See page 2 to check if this option is available for your state.

Step	Directions
School B tests the student, using test materials from their existing inventory, or by ordering additional materials.	School B should check the school's or district's overage for available test materials. If needed, School B needs to submit an additional order for test materials.
Both School A and School B return each partially completed test booklet or answer document with their scorable materials. The state assessment office will resolve the duplicate test attempts based on decision rules.	Refer to Section 5.2.4 of the *Test Coordinator Manual* for return instructions. **Student responses from different test booklets and answer documents cannot be merged during processing and scoring, therefore the student will not receive a complete score.**
Student must be moved from School A to School B in PearsonAccess^next.	• Choose the administration from the drop down in the top banner in PearsonAccess^next. • Go to Setup > Students. • **Select** Create / Edit Students, Register Students, and Manage Student Tests **under the** Tasks drop down menu and click **Start**. • On the **Create / Edit Students** tab, enter the student's core demographic information. Core Demographic information is used to match student records within PearsonAccess^next o Note: See Student Matching Rules at end of the document. • Click **Save**.

Step	Directions
Register students.	• On the **Register Students** tab, verify data populated in all data fields is correct. • Important: Make sure to update the Accountable School Code. ○ Note: Only users assigned the Sensitive Data Add-on Role or Student Test Update Add-on Role will be able to view and edit Sensitive Data fields. • Click **Save**.
Manage student tests.	• Click the **Manage Student Tests** tab. • On the right side of the screen, select **Create Student Tests**. • Populate appropriate data fields. • Click **Save**.
Add student to a test session.	• Go to **Testing** > **Students in Sessions** and add the session under the Session List. • Select **Add Students to Sessions** under the **Tasks** drop down and click **Start**. • On the **Add Students to Sessions** screen, click the **Session** drop down to choose the session. • Search for the student in the **Find available students** search bar or click the arrow to choose **Show all results** and see all students assigned to the test. • Click the check box for the student and click the **Add** button.

Note: The student will still be enrolled and assigned tests in School A unless a district or state user deletes the original assignment.

OR # Students Who Transfer from a CBT School to a PBT School

There are two options for schools:
- **Option 1:** A student will need to complete the entire test in School A (CBT).
- **Option 2:** School B (PBT) will follow instructions in the *Test Coordinator Manual,* including hand gridding a test booklet or answer document for a student without a Student ID Label. The student then needs to complete the entire test in School B, even if this means retesting certain units.

Steps for option 2:

Step	Directions
School B registers student via import process.	Create a new Student Registration: • Choose the administration from the drop down in the top banner in PearsonAccess^{next}. • Refer to the Student Registration/Personal Needs Profile (SR/PNP) File Field Definitions document and follow the guidance for setting up and importing the file.
School B orders test materials through additional orders (if needed).	School B should check the school's or district's overage for available test materials. If needed, School B needs to submit an additional order for test materials.
Student's partially completed CBT test from School A is voided.	School A refer to their state policy for marking a test Void in the Not Tested and Void Score Guidance.
Student completes the full test at School B, and School B returns the student's test booklet or answer document with their scorable materials.	Refer to Section 5.2.4 of the *Test Coordinator Manual* for return instructions.

OR ## Students Who Transfer from a PBT School to a CBT School

There are two options for schools:
- **Option 1:** A student will need to complete the entire test in School A (PBT).
- **Option 2:** School B (CBT) will follow instructions in the *Test Coordinator Manual* and other documentation for assigning a student a new test session.

Steps for Option 2

Step	Directions
School B registers the student via the import process.	Create a new Student Registration Import: • Choose the administration from the drop down in the top banner in PearsonAccess^{next}. • Refer to the Student Registration/Personal Needs Profile (SR/PNP) File Field Definitions document and follow the guidance for setting up and importing the file.
Follow the directions for beginning a test session and administering the CBT assessments.	Refer to Section 4.1 of the *Test Coordinator Manual* for instructions on administering the CBT assessments.
School A returns the partially completed booklet.	School A will return the partially completed paper-based test. School A should follow what is allowable for their state based on the table on page 2. If School A has contacted School B, and School B will be fully testing the student: 1. Mark the test booklet or answer document "Do Not Score" and return it with nonscorable materials (Option 2 in the table on page 2). If School A cannot contact School B: 2. Return the test booklet or answer document with scorable materials (Option 3 in the table on page 2).

Chain-of-Custody Form for Test Materials Being Transferred for Students Who Move to a New School

Instructions:
Both School A and School B should maintain a copy of this form. This form should be faxed from School A to School B if the test material is being transferred via certified mail. **Do not return this form with your test materials**. Check your state policy for specific requirements for how long to retain this document. You will need it if an investigation of missing materials takes place (and, School A may need this if School B does not return the test material correctly). The school and District will be held responsible for any secure materials that were received at the school but not accounted for. Once School B accepts receipt of test material, school B will be held responsible for that material.

School A

Contact Name _____

Contact Name and Ext _____

Fax _____

Contact Person's Role _____

School Name _____

School Code _____

District Name _____

District Code _____

School B

Contact Name _____

Contact Name and Ext _____

Fax _____

Contact Person's Role _____

School Name _____

School Code _____

District Name _____

District Code _____

Test material (Grade and subject)	Security barcode number	Method of transfer (e.g., car, certified mail)	Date and time that material was removed from School A (initialed by School A contact)	Date and time that material was received at School B (initialed by School A contact)
Example				
High School ELA Test Booklet	123456789-0	Car	12/2/15, 10 a.m. JZ	12/2/15, 12:15 p.m.