

ACCESS for ELLs Materials Return via UPS

1. Gather Secure Materials to Return in Yellow Boxes to DRC

USED Student Response Booklets, by grade, in plastic return bags

All Test Administrator Scripts

Speaking Test Booklets

Listening and Speaking Test CDs

All USED and UNUSED large print and braille test materials (fold to fit into box)





Alternate ACCESS for ELLs Listening/Reading/Speaking Test Booklets

Kindergarten ACCESS for ELLs ancillary materials

UNUSED and/or Defective Student Response Booklets



2. Package Secure Materials for Return to DRC.

- Open and inventory the Return Materials Instruction Packet. This packet contains DRC return shipping labels (orange). Based on district policy, pre-paid UPS return shipping labels (white) are included to return materials directly to DRC throughout the return window.
- Use the boxes from your original shipment. If a box is damaged or lost, you may substitute a box of similar size and strength.
- Place USED Student Response Booklets within the protective, plastic DRC return shipment bags. 
- All materials (used and unused, scripts, and test books) can be placed in any box. Alternate ACCESS for ELLs materials may be mixed with ACCESS for ELLs materials. Condense boxes whenever possible.
- Unused student labels may be securely destroyed and need not be returned.
- Seal each DRC return shipping bag using one of the plastic ties provided.
- Fill any empty space in the box with crumpled paper or bubble wrap to ensure that test materials do not shift during transit. 
- Fold in the box flaps with the old shipping labels first to expose the unused flaps.
- Affix a DRC return shipping label and verify that the label has the correct district/school name and address. If affixing a UPS return shipping label, retain a copy of tracking information. 
- Seal the boxes securely using heavy duty shipping tape and return as directed by the district assessment coordinator. 

3. Schedule a Pickup of Secure Materials from the District Office or School Site.



To schedule a pick-up from January 26 through March 26, contact UPS at 866-857-1501.

Important: Materials that are not returned on or before March 26, 2021, are at risk for late reporting.

4. Return Non-Secure Materials to the District Assessment Coordinator.

Original signed 2021 ACCESS for ELLs Test Administration and Security Agreement(s)*

Original signed 2021 ACCESS for ELLs Test Administrator Prohibited Activities Agreements*

Completed 2021 ACCESS for ELLs Security Logs*

Original signed 2021 ACCESS for ELLs Security Checklists*

Completed WIDA Test Session Forms*

Completed Test Materials Chain of Custody

Seating Charts, as required by the district

Packing Lists, if applicable

Extra Return Kit Materials (Bags, Ties, Return Shipping Labels)

**These documents can ONLY be destroyed in a secure manner after scores for the 2021 ACCESS for ELLs administration are reported.*

Questions/Concerns?

Contact Data Recognition Corporation (DRC) at 855-787-9615 or wida@datarecognitioncorp.com.