



# Scorable Materials Return Checklist

**DO NOT RETURN MATERIALS UNTIL THE FOLLOWING REQUIREMENTS ARE VERIFIED.**

As outlined in the *CMAS and CoAlt Procedures Manual* and required annual CMAS and CoAlt administration training, it is the responsibility of the School Assessment Coordinator (SAC) and District Assessment Coordinator (DAC) to ensure materials are properly returned to the vendor after testing. Failure to follow materials return procedures may result in delayed processing. Refer to *Section 5* of the *Procedures Manual* for details.

Complete this form, then add it at the top of each box of scorable materials being returned to the vendor.

Certify the following statements for this box:	SAC Initials	DAC Initials
<b>Only materials that are to go through the <u>scoring</u> process are in this box.</b>		
Ancillary materials are NOT in this box (e.g., auditory/signed presentation scripts; nonscorable test books like braille, large print, and CoAlt; visual descriptions; math reference sheets; scratch paper).		
<b>Unused</b> CMAS test books and CoAlt answer documents are NOT in this box.		
Used CMAS test books and CoAlt answer documents that <b>should not be scored</b> are NOT in this box.		
This box contains (select all that apply):	<input type="checkbox"/> CMAS test books <input type="checkbox"/> CoAlt answer documents	<input type="checkbox"/> CMAS test books <input type="checkbox"/> CoAlt answer documents
Certify the following statements for each material in this box:	SAC Initials	DAC Initials
<b>Either</b> a pre-printed student ID sticker label is present <b>OR</b> the demographic information grid is completed (check back cover of each material).		
If a student ID sticker label is present <b>AND</b> the demographic grid is completed, <b>the sticker label will override the gridding</b> . If the gridded student information should be used instead, the student ID sticker label is covered with a blank label (check back cover of each material).		
If a student ID sticker label is present, it is <b>placed in the correct location</b> on the material (check Box C on back cover of each material).		
If student information is gridded, the District Code and School Code (Box G) are accurate for each material (refer to PearsonAccess <sup>next</sup> for codes).		
<b>CoAlt only:</b> The Form Code (either A or B) is bubbled inside the answer document under Pre-Test Information for each material.		

By test, indicate the number of scorable materials included in this box (leave blank for tests not in this box):

Grade/Level	CMAS ELA	CMAS CSLA	CMAS Math	CMAS Science	CMAS Social Studies	CoAlt Science	CoAlt Social Studies
3							
4							
5							
6							
7							
8							
11							

Initial to certify counts: SAC \_\_\_\_\_ DAC \_\_\_\_\_