

## North Dakota ACCESS for ELLs Test Materials Security Agreement

All ACCESS for ELLs materials are considered secure. Therefore, it is important to take the appropriate measures to maintain confidentiality of all test materials. Remember to adhere to the NDDPI test security policy. Any breaches of security may result in invalidation of student scores. If test security has been compromised in any way, contact [Gwyn Marback](#) to determine remediation steps.

ACCESS for ELLs test materials will arrive approximately two weeks prior to the start of testing. The specific delivery date can be found on the [ND page on the WIDA website](#). Shipping cannot be expedited unless the materials are deemed "emergencies" and approved by NDDPI or WIDA. The initial shipment of test materials is delivered either to the district or directly to the school. Refer to the [ND ACCESS for ELLs checklist](#) to determine if your site is ship-to- district or ship-to-school. For both types of sites, the initial materials coverage will be split between the district and the school. Please be aware that later, Additional Materials Orders will be shipped to the district, even if your initial order is ship-to school.

Ship-to-district sites receive test materials and Pre-ID labels, boxed separately for each school. You can inventory materials at the district level or school level, depending on your district's policy. Also follow your district's policies to ensure the secure test materials are delivered to each school. If the materials are shipped directly to your school, open and inventory the boxes before you distribute the test materials to the test administrators. Regardless of shipping method, district-level materials will always be sent to the district site.

### Box Contents Packing List

Now that you know what's in the boxes you'll receive, let's talk about the inventory process. One thing you'll need to manage your test materials is a unique way to identify each item. The second half of the security barcode number in the lower left corner of test booklets is the unique booklet identifier you'll use to track secure materials. You'll find security barcodes on packing lists, security checklists, range sheets, and individual test materials. Keep in mind that test booklets have multiple numbers and only one is the security barcode.

When you receive your ACCESS test materials, you should take the time to review the materials you received and ensure everything you ordered has arrived as expected. Some of this inventory process will happen at the district level and some at the school level. We'll cover the general process here, but your state may provide additional guidance or have its own process for you. When boxes arrive from DRC, you should verify that you have the correct number for your school or district. Remember that the district location in ship-to-district sites will receive all the test materials for the entire district and will need to distribute boxes to individual schools.

As a staff member who will handle ACCESS test materials, but not administer the assessment, I have read the information above and agree to keep all test materials secure at all times.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
School District

\_\_\_\_\_  
School Building(s)