



### Assessment Materials for the Paper Tests

District Test Coordinators must order materials for students who are taking the paper test. These orders can be placed during the Additional Orders Window from March 7, 2022 to April 22, 2022. Orders must be placed in PearsonAccess<sup>next</sup>.

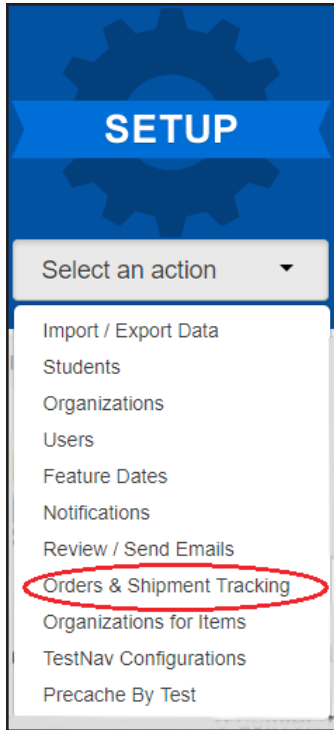
#### Materials Available to Order

- Test books
- Social Studies Braille Test Book Kits
- Science Braille Test Book Kits
- UPS return labels
- Pearson return labels

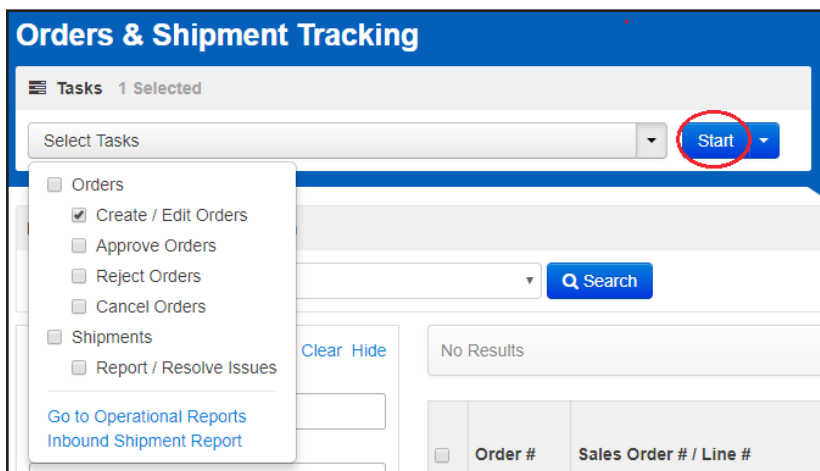
### To Create an Order for Additional Materials

Before placing an order, District Test Coordinators should confirm the needed items and quantities with the School Test Coordinators.

1. Select the test administration from the drop-down menu at the top right of the window.
2. Confirm that the organization, to the right of the test administration, is set to your district.
3. Go to *Setup > Orders & Shipment Tracking*.



4. Open the task list, select Create / Edit Orders, and click [Start].



5. If a new order form doesn't display, click [Create Additional Order] on the left.
6. Enter *Date Needed*, *Reason*, *Phone*, and any *Special Instructions*. If you need to start the form over at any time, click [Reset].



7. Under Materials Order, click [Add Items].
8. Enter the required quantity of each item and click [Save]. If there are a large number of items in the available list, use the filters above the column headings to narrow the choices. Change the selection in the Displaying drop-down menu to increase the number of lines visible.
9. When finished entering items, click [Create].

Districts will receive materials approximately 5 business days after placing their orders. When the materials are received, District Test Coordinators must verify the shipment by checking actual materials received against the packing list.