
Assessment Materials for the Paper and Online Tests

District Test Coordinators must order materials for students who are taking the paper test. In addition, DTCs can place orders for paper copies of the Test Administration Manual.

These orders can be placed during the Additional Orders Window from October 3, 2022 to May 26, 2023. Orders must be placed in PearsonAccess^{next}. Note: The Additional Orders Window will stay open between the testing windows.

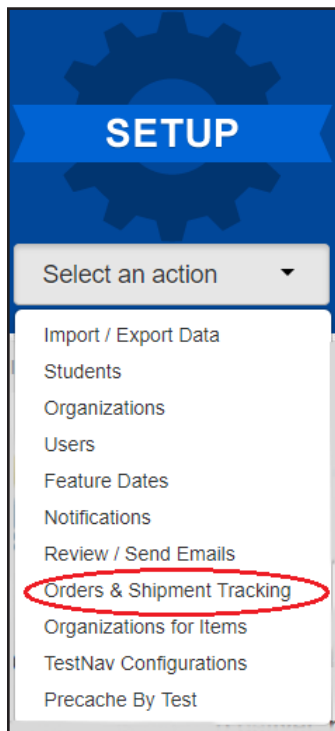
Materials Available to Order

- *Online Through Year Administration Manual for DeSSA Social Studies*
 - Grade 8 Social Studies test books
 - Grade 8 Social Studies Braille Test Book Kits
 - UPS return labels
 - Pearson return labels
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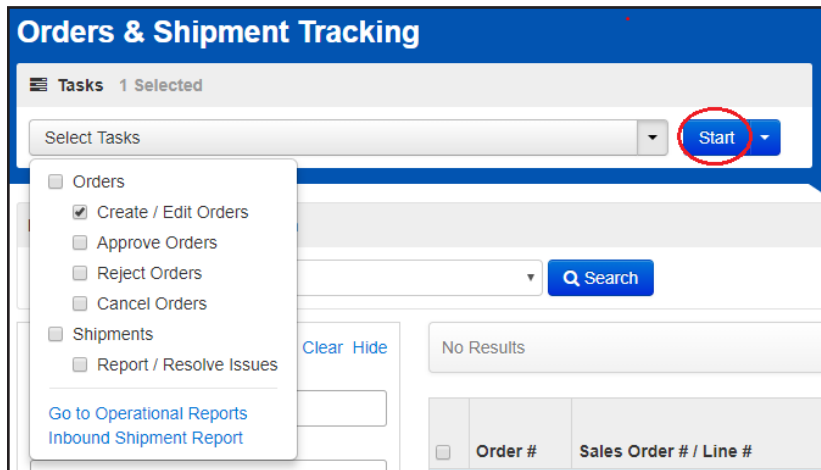
To Create an Order for Additional Materials

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*, and any *Special Instructions*, along with contact and shipping information for the order. If you need to start the form over at any time, click [Reset].

Enter the required quantity of each item by selecting [Add Item] and then entering quantities on the screen that appears. 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. After you have finished, click [Save].

7. When finished entering all details on the Create / Edit Orders screen, click [Create].

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

Distributing Materials

District Test Coordinators must distribute materials to each school. School Test Coordinators will then verify quantities for their schools.