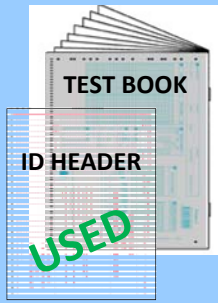


PACKING INSTRUCTIONS FOR AAGTP

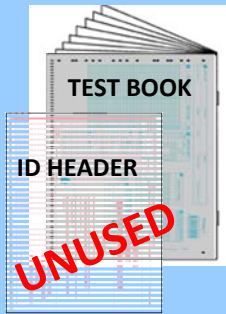
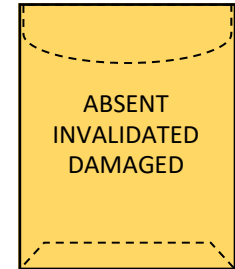


TO BE SCORED MATERIALS

- Arrange ID Headers and Test Books in student sets, ***by grade level***, with ID Header sheet on top of the grid side of the student's Test Book.
- Ensure that the names on both the ID Header and the Test Book are the same.
- Align the black timing marks to ensure that all Test Books and ID Header Sheets are facing the same direction.

ABSENT, INVALIDATED, DAMAGED ENVELOPE

- Include coded ID Header sheets for Absent and Invalidated students.
- Include damaged test books.
- Place them in top of the materials in Box #1.

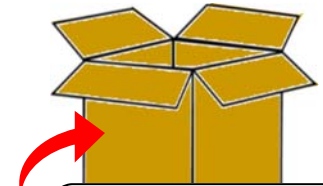


NOT TO BE SCORED MATERIALS

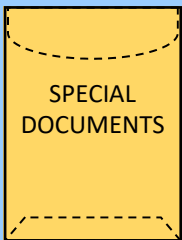
- Unused Test Books
- Directions for Administering
- Unused ID Header Sheets (blank or damaged)

PREPARE YOUR BOX(ES) FOR RETURN TO TDC

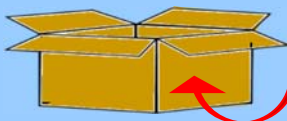
- Pack the Not To Be Scored material first (bottom of the box)
- Pack the "To Be Scored" material next
- Place the Absent, Invalidated, Damaged envelope(s) last (top of box #1)
- Affix a GREEN shipping return label to the top of EACH box or envelope.
- If multiple boxes/envelopes, number accordingly (box 1 of 2, box 2 of 2)



School Name: _____
Location: _____
_____ of _____



— OR —



SPECIAL DOCUMENTS ("TO BE SCORED" & "NOT TO BE SCORED")

- Use the same Envelope or Box, in which materials were received, to return documents.
- Ensure that ALL items received are returned (Large Print/Braille books, DFAs and Regular Print books)

SPECIAL DOCUMENTS

School Name: _____
Location: _____
_____ of _____

AAGTP DAC-AR ENVELOPE

Do not place in TBS or NTBS box(es); hand-deliver the envelope when returning boxes.

- Signed and dated AAGTP Packing List (sent in your initial shipment)
- Completed and signed AAGTP Accounting Form (TDC Documents web page)
- Record of Absences/Exemptions/Invalidations
- ID Header sheets for students Absent/Invalidated for ALL applicable subtests (Do NOT include test books)
- School Procedural Checklist
- Teacher Count Sheets

