

# NeSA Document Security 2016-2017

<u>Document</u>	<u>Secure</u>	<u>Action</u>
NeSA-ELA/M/S Test P/P Booklets	Yes	Return to DRC
NeSA-ELA/M/S Administration Manual	No	Discard
NeSA-ELA/M/S Administration Manual-Spanish	No	Discard
NeSA-ELA/M/S Scratch Paper	Yes	Return to Test Administrator to be destroyed
NeSA-ELA/M/S Student Test Tickets	Yes	Destroy after testing
NeSA-ELA/M/S Spanish Translated P/P Booklets (Directions only for ELA)	Yes	Return to DRC
NeSA-ELA/M/S Answer Sheets	Yes	Blank and Used Return to DRC
NeSA-ELA/M/S Spanish Audio CDs	Yes	Return the original to DRC; Return copies to Test Administrator to be destroyed
NeSA-ELA/M/S Braille, Large-Print Test Booklets	Yes	Return to DRC
NeSA-ELA/M/S District Developed Materials- Translations other than Spanish (Directions only)	Yes	Return to Test Administrator to be destroyed
NeSA-ELA/M/S Labels (PreID, District/School, Do Not Score, UPS Return Shipment, DRC Return Shipment)	No	After appropriate documents are returned to DRC, destroy documents with any confidential information; discard the rest.
NeSA-ELA/M/S School Packing List	No	Discard or keep on file
NeSA-ELA Red Transcription Envelope (For TDA)	Yes	Return to DRC, used or unused
NeSA-ELA/M/S Security Checklist	Yes	Keep on file after materials are returned to DRC
Alternate NeSA-ELA/M/S P/P Test Administration Manual	Yes	Return to DRC

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