

NeSA Document Information and Responsibilities

Document	Secure	Action
NeSA-Writing Test P/P Booklets	Yes	Blank and Used Return to DRC
NeSA-Writing Administration Manual	No	Shred
NeSA-Writing Scratch Paper	Yes	Returned to Test Administrator for shredding
NeSA-Writing Student Test Tickets	Yes	Destroy after testing
NeSA-Writing Spanish Translated P/P Booklets	Yes	Blank and Used Return to DRC
NeSA-Writing District Developed Materials-Translation other than Spanish, Braille, Large-Print	Yes	Destroy after testing
NeSA-Writing Transcription Envelope	Yes	Return to DRC, used or unused
Transcription: Copy of Transcription, Original Student Response	Yes	Return to DRC in NeSA-Writing Transcription Envelope. Note: Used P/P NeSA-Writing Test Booklets should not be returned

		in the Transcription Envelope.
Labels (PreID, District/School, Do Not Score, UPS Return Shipment, DRC Return Shipment)	No	Destroy after materials have been returned to DRC
School Packing List	No	Destroy after materials have been returned to DRC
Security Checklist	Yes	Keep on file after materials are returned to DRC
NeSA-R, M, S Test P/P Booklets	Yes	Return to DRC
NeSA-R, M, S Administration Manual	No	Shred
NeSA-R, M, S Administration Manual-Spanish	No	Shred
NeSA-R, M, S Scratch Paper	Yes	Returned to Test Administrator for shredding
NeSA-R, M, S Student Test Tickets	Yes	Destroy after testing

NeSA-R, M, S Spanish Translated P/P Booklets	Yes	Return to DRC
NeSA-R, M, S Answer Sheets	Yes	Blank and Used Return to DRC
NeSA-R, M, S Spanish Audio CDs	Yes	Return the original to DRC; Return copies to Test Administrator to be destroyed
NeSA-R, M, S Braille, Large-Print Test Booklets	Yes	Return to DRC
NeSA-R, M, S District Developed Materials-Translations other than Spanish	Yes	Returned to Test Administrator for shredding
Labels (PreID, District/School, Do Not Score, UPS Return Shipment, DRC Return Shipment)	No	Destroy after materials have been returned to DRC
School Packing List	No	Destroy after materials have been returned to DRC
Security Checklist	Yes	Keep on file after materials are returned to DRC

**Alternate NeSA-R, M, S Test P/P Test
Administration Manual**

Yes

Return to DRC