



# MATERIALS SUMMARY

## Spring 2023 MCAS Grades 3–8 English Language Arts

**This form shows the materials included in your school’s shipment (including manuals and secure PBT materials). Use this form to accurately account for all secure materials received and being returned.**

**Before Testing:**

- Record the total count of materials received in the “Qty Received” column. For example, if you received 5 packages of 20 test booklets, write “100” in the “Qty Received” column.
- Compare the “Qty Shipped” column to the “Qty Received” column.
- Any discrepancies between the total count of secure materials in the “Qty Shipped” column and the number actually received must be reported by calling the MCAS Service Center. For deadlines for reporting discrepancies of secure materials, refer to the *Principal's Administration Manual (PAM)*.**
- This form shows only those materials included in your school’s shipment. A complete list of test materials is available for your reference at [www.doe.mass.edu/mcas/admin.html](http://www.doe.mass.edu/mcas/admin.html). While inventorying your school’s shipment of test materials, if you discover that you need more materials, log on to [www.mcasservicecenter.com](http://www.mcasservicecenter.com) to order additional materials no later than the deadline specified in the PAM.

**After Testing:**

- Record the total quantity of secure materials packed for return in the corresponding “Qty Returned” column. The list posted at [www.doe.mass.edu/mcas/admin.html](http://www.doe.mass.edu/mcas/admin.html) shows the individual components of each test materials packet.
- Print and sign your name and date the form.
- Retain this form for your school files if your school received secure materials in this shipment. Do not return it to the testing contractor after testing.

**Ship To:**

<b>Ship Code:</b>	<b>0000000000260713</b>	<b>Date Packed:</b> 03/14/2023	
<b>Contract:</b> 163703	<b>Contract Name:</b> Spring 2023 MCAS Grades 3–8 English Language Arts	<b>Administration:</b> 2022-2023	
<b>District Code:</b> 0564	<b>District Name:</b> Northborough		
<b>School Code:</b> 02130014	<b>School Name:</b> Marguerite E. Peaslee	<b>Grade:</b> 03	<b>Enrollment:</b> 2
<b>Total Cartons Shipped:</b>		<b>1</b>	

<b>Carton Label:</b>	<b>Qty Shipped</b>	<b>Qty Received</b>	<b>Qty Returned</b>
<b>Contents</b>			
Grade 3 ELA Test & Answer Booklet, Sess. 1	2		
Grade 3 ELA Test & Answer Booklet, Sess. 2	2		
Grade 3 ELA Large-Print Test Materials Packet	1		
Grade 3 ELA Large-Print Practice Test Booklet	1		
* Return Envelope (ELA)	1		
* Special Handling Envelope	1		
* Void Envelope	1		
* UPS Shipping Instructions and Preprinted UPS Shipping Label(s)	1		

<b>Carton Label:</b>	<b>Qty Shipped</b>	<b>Qty Received</b>	<b>Qty Returned</b>
<b>Contents</b>			
* Principal's Administration Manual: Spring 2023	1		
* PBT Test Administrator's Manual: Spring 2023	2		
* CBT Test Administrator's Manual: Spring 2023			
* Materials Summary	1		

Principal's Name \_\_\_\_\_ Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_