

Test Material Variance Form

Washington Comprehensive Assessment Program (WCAP)

All test content is confidential and secure. Secure test content may not be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system. RCW 28A.635.040, RCW 42.56.250, and WAC 181-87-060 provide penalties for the unauthorized review, use, or disclosure of test content. It is critical to maintain the security of test content, as many questions will appear on future tests. If test content becomes public, it cannot be used again.

To assist with material tracking within the district and school, security checklists inclusive of each individual security barcode number for test materials, are included in material shipments.

1. Staff must promptly notify the School Test Coordinators (SCs) of any missing or damaged secure test materials.
2. The SC notifies the District Assessment Coordinator (DAC)
3. The DAC will alert OSPI by submitting a *Test Material Variance Form* to the state through the EDS, Assessment Reporting Management System (ARMS).
4. The DAC will add notation of missing materials to the *District Administration and Security Report*.

Please direct additional questions to the State Test Coordinator by email at: Kimberly.DeRousie@k12.wa.us or by phone 360-870-4860.

Secure Test Materials

The scoring contractor records the security barcode numbers on all secure test documents that are sent to your district. All test materials must be immediately inventoried upon receipt from the contractor. Any discrepancies representing shortages in the quantity or damage of materials shall be reported immediately to the state by completing a *Test Material Variance Form*.

The security number on each returned test document is electronically verified and the number of missing materials in each school and district is reported to OSPI. The DAC will be notified by the State Test Coordinator to investigate the missing test document and to report findings.

Refer to your material tracking sheet for a list of materials with a unique security barcode.

Test Material Variance Form

Washington Comprehensive Assessment Program (WCAP)

School Name

____/____/____

Date

District Assessment Coordinator (please print)

District Test Coordinator Signature

School Test Coordinator (please print)

School Test Coordinator Signature

____-____-____

Phone:

Assessments:

- Smarter Balanced
 Smarter Balanced Off-Grade Level
 WCAS
 WIDA ACCESS Annual
 WIDA Alternate ACCESS
 WIDA Screener

Administration:

- Spring
 WIDA

Content:

- ELA
 Mathematics
 Science
 Listening
 Reading
 Writing
 Speaking

Material Barcode	Grade	Content	Comments	Student Name*	Student SSID*

*Complete if material is pre-identified to a student.