

Accountability Returning of Testing Materials

TC makes an appointment with Testing Office to Return materials

Before checkin appointment at school sties, the schoolTC arranges all materials by grade and subject, counts their materials, separates graph paper and scratch paper and makes sure they have the copy of their check out sheet.

School TC brings materials to testing office and District Testing Coordinator counts all materials

Are there any missing books?

School TC and District TC account for each student book to determine missing used or unused books.

Were there any irregularities or misadministrations?

School TC must report the irregularities and misadministrations in OTISS

Checkin process is complete

