



COLLEGE OF EDUCATION
Iowa Testing Programs
Iowa Statewide Testing Programs
340 Lindquist Center South
Iowa City, IA 52242-1529
319-335-5408
www.education.uiowa.edu/itp

Dear Test Coordinator:

The test materials you ordered for the 2010-2011 *ITBS/ITED* Testing Program should have arrived by now. Please give us a call if you have not received them. If you submitted registration forms for more than one test date, materials for the other orders will be sent about 2 weeks before the test date shown on those other registration forms.

A copy of a Packing List is included in Box #1 of your shipment. If your test materials have been packed for individual attendance centers, a separate Packing List is included in the first box designated for each attendance center.

Please verify **AT ONCE** the contents of your shipment against this List and notify us if we have made any errors in packing or if you did not order sufficient amounts of any materials.

Enclosed with this letter are preprinted UPS RS return labels or a UPS Freight Bill of Lading you will need to return your materials when you have finished testing. **It is important to keep these labels or Bill of Lading as well as all of the original boxes for use in returning materials to us.** Follow the instructions on pages 4 and 5 of the yellow "Instructions for Returning Machine-Scorable Booklets, Answer Folders, and Test Booklets".

Please help us provide you with the best possible scoring and reporting services by including your Order for Scoring Service (OSS) with your return shipment of answer documents. You should complete your OSS online at www.education.uiowa.edu/itp/tools and submit the OSS electronically. **You will also need to print a copy and enclose it in box 1 of your shipment of answer documents.** If your OSS is missing we can provide only standard service for the documents we receive. **There will be an additional \$50.00 processing fee added to each order received without an OSS. This applies to home school groups as well as any late or single documents you might process separately from your original order.** Orders received without Building and/or Grade ID sheets might also be assessed additional processing fees.

Before returning your answer documents, ensure that the Form code has been filled in on student answer documents and on the Grade/Class ID sheet. (We are using Form B this year with grades 3-12.) All who administer the tests should be sure to have students do this coding even though bar code labels are being used.

By now you should have sent us a bar code file for use in preparing bar code labels to place on student answer documents. If you have not, please visit our website, www.education.uiowa.edu/itp for instructions on ordering your labels. Again this year, the Department of Education is requiring all documents must have a bar code label before they can be processed for scoring. **If any documents do not have a bar code label your order will not be processed until bar code labels are received.**

Sincerely,

Catherine Welch, Director
Iowa Statewide Testing Program

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Enclosures