

### IDOE Guidance: Discarding Test Materials

Program	<b>Secure Materials to Return to Vendor</b>	<b>Secure Materials to Destroy Locally</b> (e.g., shred, burn)	<b>Non-Secure Materials to Discard Locally</b> (e.g., trash, recycle)
ISTEP+ IREAD-3 ISTAR ECA	<ul style="list-style-type: none"> <li>• Test books (used and unused)</li> <li>• Read aloud scripts</li> <li>• IREAD-3 Test Administration Manuals*</li> </ul>	<ul style="list-style-type: none"> <li>• Used scratch paper</li> <li>• Student logins/test tickets/seal codes</li> <li>• Extra student barcode labels</li> </ul>	<ul style="list-style-type: none"> <li>• Unused shipping labels</li> <li>• Unused Testing Group Forms &amp; Session Headers (ISTEP+ &amp; IREAD-3 only)</li> <li>• Extra paper bands</li> <li>• Practice tests (ISTEP+ &amp; IREAD-3 only)</li> <li>• Practice Test Manuals (ISTEP+ Grade 10 only)</li> <li>• Test Administration Manuals (ISTEP+ Grade 10 only)</li> <li>• Test Coordinator Manuals</li> <li>• Examiner’s Manuals</li> </ul>

\*The **2018 IREAD-3 Test Administration Manual (TAM)** contains directions for both spring and summer testing. Please use this updated guidance regarding this secure manual:

- **Spring and Summer Testing Sites** (online and paper/pencil)
  - Schools must **securely store** the IREAD-3 TAMs between spring and summer testing windows
  - Schools must **ship** all IREAD-3 TAMs to Pearson once testing is complete.
- **Spring Testing Sites ONLY** (online and paper/pencil)
  - Schools must **ship** all IREAD-3 TAMs to Pearson once testing is complete.