

L-4 Chief Examiner's Checklist for Receipt and Return of Secure Test Materials

GED Testing Service
of The American Council on Education
One Dupont Circle, NW Suite 250
Washington, DC 20036-1163
(202) 939-9490 (202) 659-8875 FAX

Receipt of Secure Test Materials

Have You:

- verified that you have received both a **packing slip** and a **picking plan** with your order?
- counted all materials received and checked them against the picking plan included with your order?
- checked the packing slip for back-ordered items and for other informational messages?
- checked to be sure that there are six different test booklets in each battery, each with the same serial number?
- verified that each test booklet has all its pages, no double pages, no damaged pages
- verified that each topic card packet, if required, has all its topic cards?
- notified the GED Testing Service immediately by both telephoning 202-939-9490 and in writing (fax 202-659-8875) with any concerns or errors relating to your order?
- immediately placed all secure GED test materials in approved secure, locked storage?
- updated your inventory records?
- ensured prompt payment of all invoices?
- filed the picking plan for use in returning the materials at the end of the contract period?

Return of Secure Test Materials

Have You:

- inspected and inventoried all materials against the previous year's packing plan before packing to ensure that all secure materials are returned?
- packaged test batteries and topic cards (if received):
 - together by test edition and test form (e.g., all English print form IAs together),
 - in sequential serial number order, and
 - with all five tests (six booklets) in a battery packed together?
- initialed next to each item on the picking plan while completing your inventory?
- enclosed a copy of the previous years picking plan with the shipment specifying:
 - the number of boxes being shipped, and
 - the quantities, forms, and serial numbers of all materials being returned?
- insured that all parts of each edition (i.e. audio tapes along with the large print booklet that has the same serial number) are returned together in the envelope they were received in?
- packed the secure test materials in the GEDTS official white plastic shipping container in which your new materials arrived?
- returned all white containers whether they are full or empty?
- sealed the shipping container with the tamper-proof seals provided with your order?
- returned test batteries and topic cards via UPS, FedEx, or a comparable service which provides package tracking and street address delivery wherever such service is available?
- labeled the exterior of the boxes to reflect the total number of boxes in shipment? For example, "1 of 3, the second box, "2 of 3," and the third box, "3 of 3"? This practice will help GEDTS to determine whether the entire shipment has been received?
- prepaid all shipping costs?
- forwarded a copy of the picking plan return slip to your GED Administrator indicating the date and method of shipment?
- maintained another copy of the picking plan return slip in your Official GED Testing Center's permanent files?

If any materials are unaccounted for upon arrival at GEDTS, the Official GED Testing Center will be notified and may be closed for investigation.

