

January 14, 2020

Dear TASC Test™ Test Center Administrators,

DRC and NYSED have requested that you return TASC Test™ MNO materials and locked boxes with locks to IPAK to ensure smooth delivery of 2020 TASC materials (forms PQR). The locked boxes and locks are the property of NYSED. They are used to ensure that test security is maintained during shipping and delivery of paper/pencil materials. **Please return all locked boxes containing MNO materials to IPAK immediately, so that Spanish materials can be delivered in these boxes. Retain the key to the locked boxes, do not return the key.**

IPAK is the DRC vendor that ships all secure materials. The DRC Testing Administration Manual - page 60 - explains the process, as referenced below:

At the end of each testing cycle and following receipt of new test materials to be used for the next cycle, the Test Coordinator should ship the used non-scorable test materials from the prior testing cycle back to IPAK for secure destruction. The cartons that were used for the shipment of new materials to the testing center can be used for this shipment. Manuals should be returned in this shipment as well. As a reminder, use the provided labels to return your non-scorable materials to IPAK at the following Address:

1599 Admiral Wilson Blvd
Pennsauken, NJ 08109

Special return shipping labels and a consolidated list of secure materials will be provided when the new materials are shipped. The non-scorable materials are returned to a different facility than the one that processes the completed answer documents, so it is important that the correct return shipping labels be used. The consolidated list of secure materials will list all of the materials sent to each site, whether in the initial shipment of materials or in later shipments. The list is provided as a convenience and to summarize the information on the Security Checklist(s) that accompany each shipment.

Unfortunately, over the past month, only 20 lock boxes were returned. This is unacceptable and will cause a delay in sending out new materials. If you have MNO sessions upcoming - between today and this coming Friday, 1/17/2020 (which is the last day of MNO testing) - only maintain the number of MNO materials needed for the testing scheduled.

To obtain a UPS return label to send to MNO materials to IPAK, send an email to:

TASCtesthelpdesk@DataRecognitionCorp.com

In the email, be sure to include your name, email address, number of labels needed, and your Test Center's three-digit code. UPS Return Label(s) will be provided via email only. Print and affix the UPS return label(s) provided onto each lock box. To arrange for a UPS pickup, call 1-866-857-1501. Remember to retain the UPS tracking number!

Sincerely,

TASC Test Customer Support

tasctesthelpdesk@datarecognitioncorp.com