

# CMT Special Handling Cover Page

Use this Special Handling Cover Page to identify test booklets that are included in this Special Handling Box. Instructions for completing all requested information below is located on the back of this sheet.

<b>District Name</b>	
<b>District Test Coordinator</b>	
<b>Phone Number</b>	

**Braille (BR), Large Print (LP), Replacement Form (RF)**: Indicate the reason for special handling by checking the appropriate box.

	Student Name	Grade	Content Area(s)	BR	LP	RF
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						
<b>7</b>						
<b>8</b>						

**Other Special Handling Reasons**: Include a written explanation with the test booklet(s).\*

	Student Name	Grade	Content Area(s)
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			

\* **The District Test Coordinator must contact the Connecticut State Department of Education’s Student Assessment Office at 860-713-6860 before returning test booklets for special handling for any of these Other Special Handling Reasons.**

# CMT Special Handling Kit Instructions

The Special Handling Cover Page on the other side of this sheet is to be used to identify all test booklets returned in the Special Handling Box. There are two types of special handling test booklets.

1. Braille, Large Print, Replacement Form: Students who are administered a Braille or large print test and/or are administered a replacement form should have their test booklets returned in the Special Handling Box.
2. Other Special Handling Reasons: These include students who use multiple test booklets in one content area, students who respond in another student's test booklet(s), students who respond in the incorrect section of their test booklet(s), and any other issue that requires special handling. See the Special Handling Box section of the Test Coordinator's Manual for more information.

**The District Test Coordinator must contact the Connecticut State Department of Education's Student Assessment Office at 860-713-6860 before returning test booklets for special handling for any of these Other Special Handling Reasons.**

All test booklets returned in a Special Handling Box need to be returned using the following procedures:

1. Attach an explanation to each student's set of test booklets to identify the reason special handling is needed. Please identify, as clearly and concisely as possible, why special handling is needed. **No explanation is needed for Braille, large print, and replacement forms.**
2. Place the test booklets in the box(es) provided in the Special Handling Kit. These boxes are marked "CMT Special Handling."
3. Place the CMT Special Handling Cover Page on top of the test booklets in the Special Handling Box. If more than one Special Handling Box is needed, place a separate cover page in each box. Each cover page should only identify the test booklets in that box.
4. Return the Special Handling Box(es) in the same shipment with the rest of the test materials.

Contact Measurement Incorporated's Connecticut Help Line at 866-762-1060 with questions about special handling.