



# CONFIRMATION OF DESTRUCTION

## Wisconsin Knowledge and Concepts Examinations (WKCE)

District Name: \_\_\_\_\_

District Number: \_\_\_\_\_

This form is to be used to confirm the destruction of any test materials from previous test administration years **that are no longer needed by the district** for professional development use. Materials may be destroyed at any time during the year if it has been decided by the district that they are no longer necessary to keep on site.

**Previous Test Year Materials:** Districts are allowed to securely destroy test books from previous years that are no longer needed.

**Current Test Year Materials Reminder:**

WKCE test materials in a current administration year, *both used and unused*, are to be returned to CTB/McGraw-Hill. The only exceptions are that up to 20 copies of each grade-level test may be retained in a secure location or for professional development purposes that year, and one copy must be retained for parental review.

**The following WKCE test materials were destroyed:**

GRADE	NUMBER OF TEST BOOKS	DESTRUCTION PROCESS USED (See reverse side for allowable methods)

**Acknowledgement:** By signing below, I acknowledge my responsibility for test security and confirm the above disposition of all WKCE test books.

\_\_\_\_\_  
*Signature of District Assessment Coordinator (DAC)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name of DAC*

The Wisconsin Knowledge and Concepts Examinations are secure materials and may not be photocopied or reproduced. To do so is in violation of copyright laws. District Assessment Coordinators acknowledge their responsibility by signing this form and returning it to CTB/McGraw-Hill after materials have been properly destroyed.

**Return completed form to:**  
Wisconsin Program Coordinator  
CTB/McGraw-Hill  
20 Ryan Ranch Road  
Monterey, CA 93940

**Allowable methods for the destruction of WKCE test books by districts and schools:**

1. Commercial document shredding/destruction service. If this method is used, a certificate of destruction must be secured from the vendor. This method is recommended for larger amounts of test materials.

Examples of vendors that service sites in Wisconsin:

<http://www.piranhapapershredding.com/>

<http://www.interstatedocumentshredding.com/>

<http://www.shredawayusa.com/>

<http://www.shredit.com/>

2. Cross-Cut shredders. This is recommended for small amounts of test materials.
3. Incineration