

CONFIRMATION OF DESTRUCTION FORM

Wisconsin Knowledge and Concepts Examinations (WKCE)

This form is to be used to confirm the secure destruction of any WKCE test materials.

District Name: _____

District Number: _____

The following WKCE test materials were destroyed:

GRADE	NUMBER OF TEST BOOKS	DESTRUCTION PROCESS USED <small>(See reverse side for allowable methods)</small>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

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