

New Jersey Student Learning Assessment – Science SHIPPING CARRIER RETURN INSTRUCTIONS

Measurement Incorporated (MI) will be utilizing FedEx for the NJSLA-S assessment. This document provides the process for returning all Science scorable and nonscorable test materials to MI. These include test booklets of all forms (regular, braille, LP, Spanish), answer documents (used and unused) and tactile graphics. A pickup of all secure test materials must be scheduled and completed no later than 5 business days after testing is complete.

NOTE:

- You may place more than one school's materials in the same package to reduce the number of boxes. Scorable answer documents for each school and grade must have their own header. Headers are not necessary for nonscorable documents. Ensure that no extraneous materials are returned (e.g., scratch paper, manuals).
- FedEx return, generic scorable and nonscorable labels are in this coordinator kit.

RETURNING SCORABLE AND NONSCORABLE SECURE MATERIALS VIA FedEx

Once materials are ready to ship, the Test Coordinator will apply one FedEx Ground return label and one YELLOW scorable MI label to each scorable box being returned. The Test Coordinator will apply one FedEx Ground return label and one GREEN nonscorable MI label to each nonscorable box being returned.

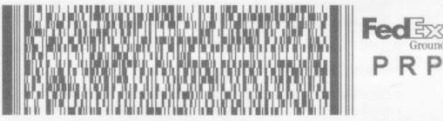

These scorable and nonscorable labels will list the following address:

**MEASUREMENT INCORPORATED
2700 ANGIER AVENUE
DURHAM, NC 27703**



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

FedEx Return Label Example

SHIPPER RECEIPT	RECEIPT	SHIPPER NUMBER
0109748 01285829	0109748 01285829	0109748
FedEx Ground® Package Returns Program		
From: _____		
Address _____		
City _____ State/Prov _____		
ZIP/Postal _____ RMA# _____		
Turn Over for Instructions		
Ship To: MEASUREMENT INC		
2700 ANGIER AVENUE		
DURHAM NC 27703		
		
		
(9612018) 0109748 01285829		

MI Scorable Return Label Example

SCORABLE
Ship to: Measurement Incorporated 2700 Angier Avenue Durham, NC 27703
Box _____ of _____
225

MI Nonscorable Return Label Example

NON-SCORABLE
Ship to: Measurement Incorporated 2700 Angier Avenue Durham, NC 27703
Box _____ of _____
95

Count the total number of scorable and nonscorable boxes being returned for the school and fill in the sequence (e.g., box 1 of 3, box 2 of 3, box 3 of 3) on the label in the designated space (BOX _ OF _).

Refer to the back of the FedEx Ground Return Label for instructions on returning your materials. Pickups must be scheduled at least 24 hours in advance. You must provide FedEx with the following information:

- The physical location from where packages are to be picked up (i.e., where materials were originally delivered to)
- The estimated number of packages to pick up
- A tracking number from any one of your FedEx label(s).

Retain a copy of all FedEx tracking numbers for record-keeping purposes.