

New Jersey Student Learning Assessment – Science SHIPPING CARRIER RETURN INSTRUCTIONS

District Test Coordinators will use FedEx to return NJSLA-S nonscorable test materials to Measurement Incorporated (MI). These include test booklets of all forms (regular, braille, large print (LP), Spanish). A pickup of these test materials must be scheduled and completed no later than 5 business days after testing is complete.

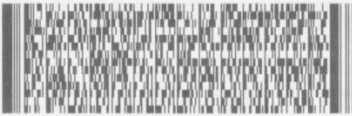

NOTE:

- FedEx Paks are provided in this coordinator kit for small shipments of standard size test booklets. Use cardboard boxes to return braille or LP test booklets instead of the FedEx Paks.
 - You may place more than one school's materials in the same package to reduce the number of packages. Ensure that no extraneous materials are returned (e.g., scratch paper).
 - FedEx return labels, and/or nonscorable return labels are in this coordinator kit.
1. Once materials are ready to ship, the Test Coordinator will apply one FedEx Ground return label and one GREEN nonscorable MI label to each nonscorable package being returned.

MI Nonscorable Return Label Example

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

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		
		FedEx Ground PRP
		
(9612018)	0109748	01285829

- Count the total number of nonscorable packages 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 return label(s).
- Retain a copy of all FedEx tracking numbers for record-keeping purposes.