

# **New Jersey Student Learning Assessment – Science SHIPPING CARRIER RETURN INSTRUCTIONS**

District Test Coordinators will use FedEx to return certain 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:**

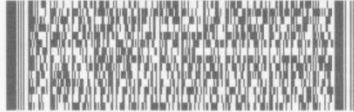

- FedEx Paks are provided in this coordinator kit for small shipments of standard size test booklets. Use cardboard boxes to return braille or LP test booklets instead of the FedEx Paks.
- You may place more than one school's materials in the same package to reduce the number of packages. Headers are not necessary for nonscorable documents. 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><b>NON-SCORABLE</b></p> <p>Ship to: Measurement Incorporated</p> <p>2700 Angier Avenue Durham, NC 27703</p> <p>Box _____ of _____ 95</p>
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## FedEx Return Label Example

SHIPPER RECEIPT	RECEIPT	SHIPPER NUMBER
0109748 01285829	0109748 01285829	0109748
<b>FedEx Ground® Package Returns Program</b>		
From:		
_From		
_Address		
_City		_State/Prov
_ZIP/Postal		RMA#
<b>Turn Over for Instructions</b>		
Ship To:		
MEASUREMENT INC		
2700 ANGIER AVENUE		
DURHAM NC 27703		
		<b>FedEx</b> Ground <b>PRP</b>
		
(9612018)	0109748	01285829

3. 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).
4. Retain a copy of all FedEx tracking numbers for record-keeping purposes.