

NJSLA-S

New Jersey Student Learning Assessment – Science

SHIPPING CARRIER RETURN INSTRUCTIONS

Measurement Incorporated (MI) will be utilizing FedEx for the NJ Science assessments. This document provides the process for returning all Science scorable and nonscorable paper-based test materials to MI. A pickup of paper-based test materials must be scheduled and completed no later than 5 business days after testing is complete.

NOTE:

- Only one school may be packed into a box to ensure all materials are accounted for correctly. Multiple grades for that school are allowed in a box. Answer documents must be separated with a grade appropriate header sheet.
- 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.

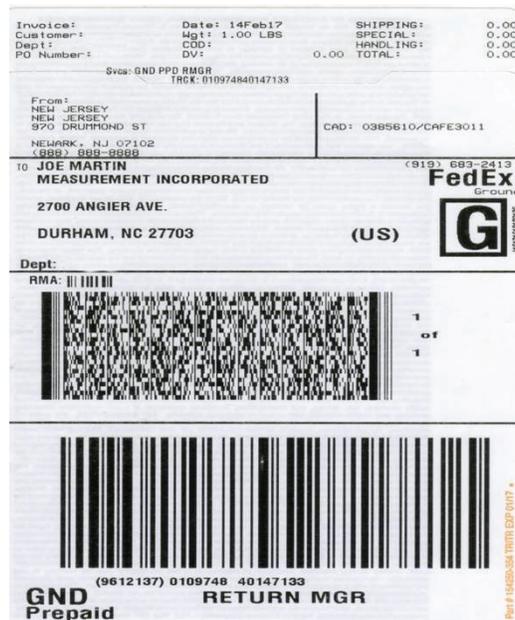
These scorable and nonscorable labels will list the following address:

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



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

FedEx Return Label Example



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 _).

Pickups must be scheduled at least 24 hours in advance. Call FedEx at 800-463-3339. Tell the FedEx representative you are calling in a pickup request for Measurement Incorporated and will be using their "Return Service."

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.