



California Assessment of Student Performance and Progress

TEST SITE PACKAGING AND RETURN INSTRUCTIONS

PACKAGING MATERIALS FOR SENDING TO THE LEA CAASPP COORDINATOR

Smarter Balanced for English Language Arts/Literacy and Mathematics Test Booklets and Answer Booklets (grades 3–8 and grade 11)

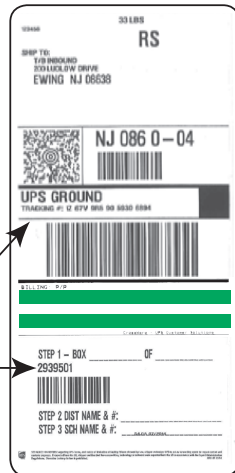
1. Please make sure that all student responses have been entered in to the Data Entry Interface (DEI) before shipping the materials back to the processing center.
2. Place all test booklets and answer booklets in the brown carton(s).

3. Seal the top and bottom seams of the carton(s) at least two times with the tape provided.

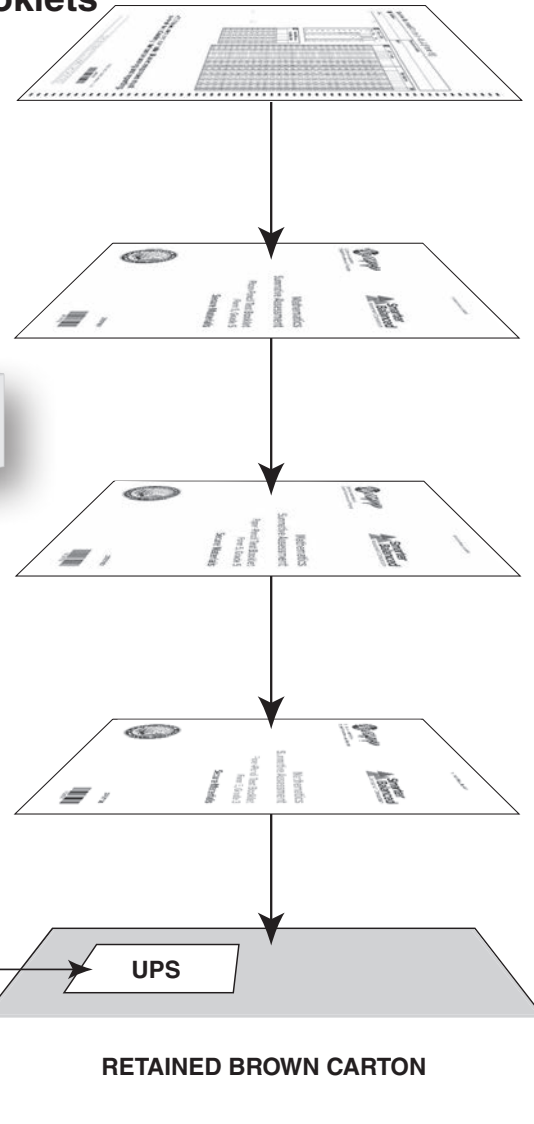


4. Apply and mark the double-green striped label with the following:
 - STEP 1 - Box 1 of X, 2 of X, etc.
 - STEP 2 - LEA name and county/district/school (CDS) code
 - STEP 3 - School name and CDS code

Note the tracking and reference numbers for local records.



UPS Return Label



RETURN PAPER MATERIALS TO THE LEA

Return the cartons of materials to the LEA CAASPP coordinator within two working days of the end of the test administration.

CAASPP TEST MATERIALS PACKAGING

PREPARING MATERIALS

ITEMS NEEDED

- Retained **brown** carton(s) from the shipment
- Green return label(s) from the shipment
- Tape from the Test Site Coordinator Kit
- Used and unused test booklets for all subjects, grades 3–8 and grade 11
- Used, damaged answer booklets that have been transcribed, grades 3–8 and grade 11
- Used braille and large-print test booklets
- Unused braille and large-print test booklets (including braille scripts and notes)
- Audio CDs
- USED answer booklets for all test types

DO NOT RETURN

Securely destroy all materials on site:

- Unused answer booklet(s)
- Extra UPS return labels
- Scratch/Draft paper

Recycle or discard:

- Return instructions



LEA CAASPP COORDINATOR RETURN INSTRUCTIONS

UNITED PARCEL SERVICE (UPS) SHIPMENT

Returning Materials to ETS

1. Verify that all materials have been received.
2. Confirm that labels have been filled out and affixed correctly.
3. Arrange for a UPS pickup as part of the LEA's regular service.
NOTE: Call 800-742-5877 to schedule a pickup.
4. DO NOT use any courier other than UPS.

Contact the California Technical Assistance Center at 800-955-2954 for assistance with issues or questions regarding the shipment.

