



California Assessment of
Student Performance and Progress

TEST SITE PACKAGING AND RETURN INSTRUCTIONS

PACKAGING MATERIALS FOR SENDING TO THE LEA CAASPP COORDINATOR

California Science Test (CAST) Answer Booklets (grade 5, grade 8, and high school)

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 used and unused 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.

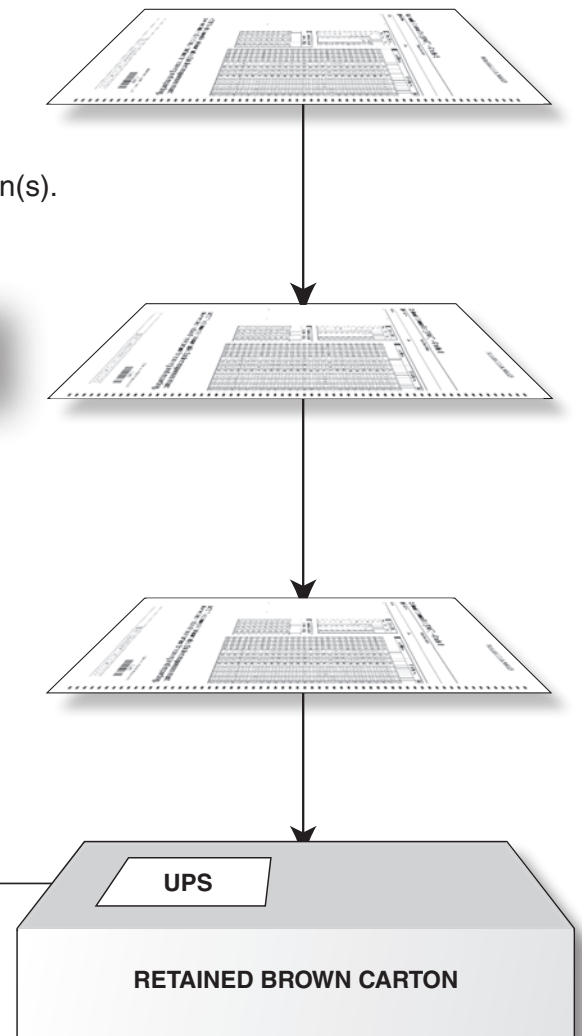


4. Apply and mark the double-orange striped label with the following:
 - STEP 1 - Box 1 of X, 2 of X, etc.
 - STEP 2 - LEA name and county/district/school (CDS) code
 - STEP 3 - School name and CDS code

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
- Orange return label(s) from the shipment
- Tape from the Test Site Coordinator Kit
- Used and unused answer booklets for, grade 5, grade 8, and high school including damaged, braille, and large-print test booklets.

DO NOT RETURN

Securely destroy all materials on site:

- Extra UPS return labels
- Scratch/Draft paper
- Reference Sheets/Periodic Tables

Recycle or discard:

- Return instructions



LEA CAASPP COORDINATOR RETURN INSTRUCTIONS

UNITED PARCEL SERVICE (UPS) SHIPMENT

Returning Materials to Educational Testing Service

1. Verify that all materials have been packed in the box(es).
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.

