

CAST Materials Return Instructions

Test Site Packaging and Return Packaging Materials for Sending to the LEA CAASPP Coordinator

California Science Test Answer Booklets (grade five, grade eight, and high school)

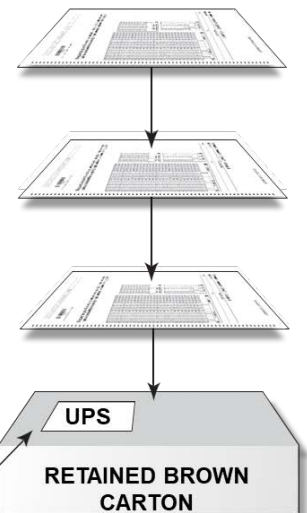
1. Please make sure that all student responses have been entered into the Data Entry Interface before shipping the materials back to the processing center.
2. Place all used and unused answer booklets in the brown carton(s).
3. Seal the top and bottom seams of the carton(s) at least two times with the tape provided.



4. Apply and mark the double-orange striped United Parcel Service (UPS) return 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
5. Note the tracking and reference numbers for local records; these are indicated in the image.



UPS Return Label



Return Paper Materials to the LEA

Return the carton(s) of materials to the LEA CAASPP coordinator within two working days of the end of the test administration.

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 five, grade eight, 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 and draft paper
- Reference sheets and periodic tables

Recycle or discard the following:

- Return instructions



LEA CAASPP Coordinator Return UPS Shipment

Returning materials to ETS:

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 LEA's assigned Success Agent for additional assistance.