It is important for larger districts to follow packing and shipping protocols and to return scorable materials (answer document envelopes) in one box for each site, if possible. Non-scorable materials ideally should be packed by grade and content area. However, it is acceptable to pack multiple grades of non-scorable materials from the same school in one box to utilize the box for return materials.

Once your materials are packaged for return, there are two options for sending them to Measured Progress:

1. A UPS pickup may be scheduled anytime during the test administration by going to the Materials Management Section of the eMetric Portal. See the Portal User Guide for directions.

2. To help facilitate the return of your testing materials, two automatic UPS pickups have been prescheduled for your District. If your District chooses to schedule an earlier return, please contact the Oklahoma Service Center by 12:00 p.m. two days prior to the automatic pickup date indicated in the Key Dates document located on the Oklahoma Help and Support Page.

Contact information: 1-866-629-0220; oktechsupport@measuredprogress.org

### Packing for Phase 1

**Shipping Label**
- Apply the Return Shipping Label for the correct school to the top of the box.

**Special Handling Envelope**
- This envelope should include:
  - Typed responses with student answer documents
  - Ripped or torn answer documents or test booklets
  - Please do not include biohazardous material
  - Notes on school letterhead with explanation must also be included for contaminated and damaged booklets

**Scorable Materials in Envelope**
- These materials should be placed in a flat box that was delivered to the district.

**Used Non-scorable Materials**
- Test Booklets
- Large Print Test Booklets
- Braille Test Booklets

**Unused Materials**
- Test Booklets
- Answer Documents
- Integrated Test Booklets

### Packing for Phase 2

**Shipping Label**
- Apply the Return Shipping Label for the correct school to the top of the box.

**Scorable Materials**
- Return Used Answer Document Envelope labeled by grade and/or content (Ex: Grade 4 Math)

**Special Handling Envelope**
- This envelope should include:
  - Typed responses with student answer documents
  - Ripped or torn answer documents or test booklets
  - Please do not include biohazardous material
  - Notes on school letterhead with explanation must also be included for contaminated and damaged booklets

**Unused Materials**
- *This is the original box in which your materials were shipped.*