

## RETURNING COURSE TEST MATERIALS

All course test materials except completed answer sheets must be returned to the processing center within one month after the administration window closes. Keep completed student answer sheets in a secure location at your school until the end of the year.

1. If possible, use the boxes in which the materials were sent.

2. Begin by placing all unused materials and additional resources at the bottom of the last box.

3. Place a divider sheet on top of the unused materials

4. Choose one group of tests. Pack all test booklets.

5. Place a divider sheet and pack the next group of tests.

6. The processing center will provide green labels for all boxes used to return test materials.

