OSTP Return of Materials Grades 3–8: 2021–2022

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

1. A UPS pickup may be scheduled anytime during the test administration by going to the Materials Management Section of the eMetric Portal (https://oklahoma.cognia.org/). See the Portal User Guide (https://oklahoma.onlinehelp.cognia.org/guides/) 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.

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

Phase 1

Scheduled pickup date: 4/28/22

Scorable Material Only for:
- Grade 3 ELA (for early RSA reporting)
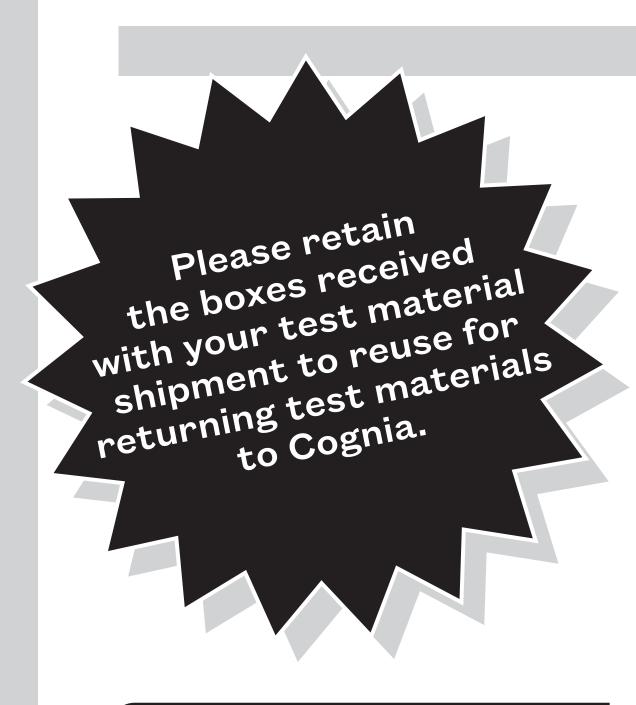
Phase 2

Scheduled pickup date: 5/5/22

Scorable & Nonscorable Material for:
- Grades 3–8 all contents (includes Grade 3 ELA not returned for early RSA reporting)

Use the UPS Next Day Air Return Service Label(s) for the Return of All OSTP materials to Cognia.

Note: These labels are district, school, and test administration specific. Please ensure the correct district/school label(s) are being used.
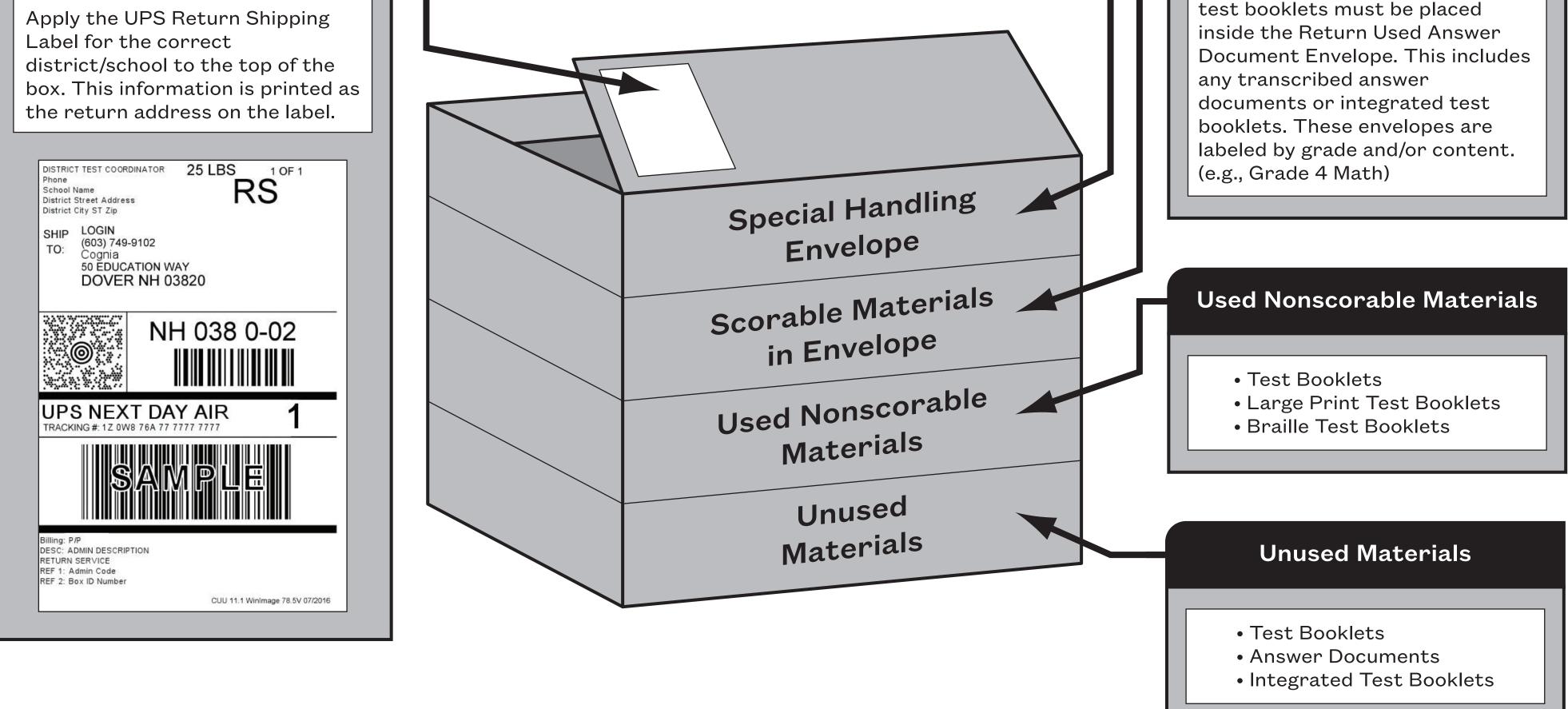
Packing for Phase 1 & Phase 2

Please retain the boxes received with your test material shipment to reuse for returning test materials to Cognia.

Special Handling Envelope

This envelope should include:
- Typed responses with student answer documents.
- Notes on school letterhead with explanation of damaged and contaminated booklets. Notes must include: Student's full name, State Student ID (STN), grade level, content area, district code, and school code.
- Please DO NOT include contaminated material.

Scorable Materials

Answer documents and integrated test booklets must be placed inside the Return Used Answer Document Envelope. This includes any transcribed answer documents or integrated test booklets. These envelopes are labeled by grade and/or content. (e.g., Grade 4 Math)

Shipping Label

Apply the UPS Return Shipping Label for the correct district/school to the top of the box. This information is printed as the return address on the label.

DISTRICT TEST COORDINATOR		25 LBS	1 OF 1
Phone			
School Name		**RS**	
District Street Address			
District City ST Zip			

SHIP TO: LOGIN (603) 749-9102 Cognia 50 EDUCATION WAY DOVER NH 03820

NH 038 0-02

UPS NEXT DAY AIR   **1**
TRACKING #: 1Z 0W8 76A 77 7777 7777

SAMPLE

Billing: P/P
DESC: ADMIN DESCRIPTION
RETURN SERVICE
REF 1: Admin Code
REF 2: Box ID Number

CUU 11.1 Winimage 78.5V 07/2016

Special Handling Envelope

Scorable Materials in Envelope

Used Nonscorable Materials

Unused Materials

Used Nonscorable Materials

- Test Booklets
- Large Print Test Booklets
- Braille Test Booklets

Unused Materials

- Test Booklets
- Answer Documents
- Integrated Test Booklets

Multiple grades may be packed in one box as outlined above. Answer documents and integrated test books MUST be returned in the grade- and/or content-specific Return Used Answer Document Envelope. Mixing grades within an envelope may cause a delay in the scoring process.

cognia™