

# OSTP Return of Materials Grades 3–8: 2023–2024

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](mailto:oktechsupport@cognia.org)

## Phase 1

Scheduled pickup date:  
4/29/24

Scorable Material Only  
for:

- Grade 3 ELA  
(for early RSA reporting)

## Phase 2

Scheduled pickup date:  
5/6/24

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.

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

## Packing for Phase 1 & Phase 2

### 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., CCRA Grade 11 Science).

### Used Nonscorable Materials

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

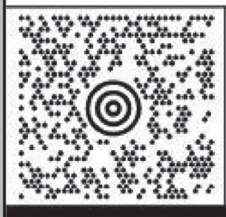
### Unused Materials

- Test Booklets
- Answer Documents
- Integrated Test Booklets

### 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  
District Street Address  
District City ST Zip  
SHIP LOGIN MANAGER  
(603) 749-9102  
TO: Cognia  
22 MARIN WAY, Unit 2B  
STRATHAM, NH 03885



NH 038 0-02

UPS Next Day Air

TRACKING #: 1Z 0W8 76A 77 7777 7777



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

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### Materials to be Discarded

- District or Building Test Coordinator Memo
- Test Preparation Manual (TPM)
- Test Administration Manual (TAM)
- Parent Student Teacher Guide
- Return Packing/Shipping Instructions
- Math Reference Sheets or Periodic Table

### Materials to be Shredded or Destroyed

- Students' rough draft, scratch, paper, and unmarked grid paper
- Student test login tickets or unused student labels
- Contaminated materials (See instruction in TPM)
- Unused return shipping labels and envelopes