

CCRA: Science & U.S. History

Return of Materials: 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, an automatic pickup has 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

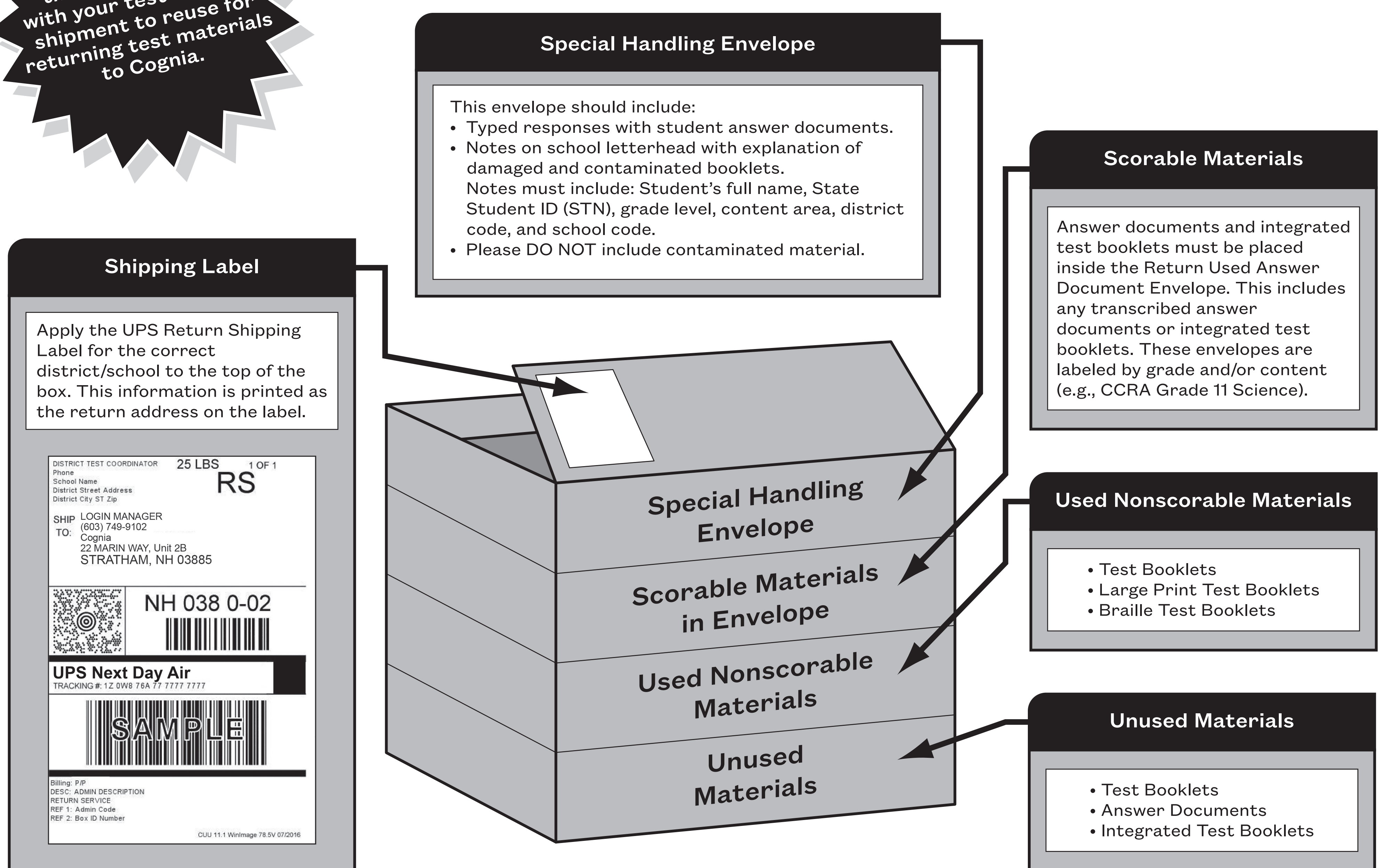
Scheduled pickup date:
April 16, 2024
UPS Next Day Air Return Service

Use the Next Day Air Return Service Label(s) for the Return of All CCRA: Science and U.S. History 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 of CCRA Materials



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