PSAT/NMSQT
Receiving and Returning Test Materials

Receiving Test Materials

- If you're testing students using MP3 audio, reader, braille, or assistive technology-compatible (ATC) formats, you'll receive unbundled test books with the subtitle “For MP3, Reader, Braille, and ATC.” Please keep these test books separate from standard test books and only distribute to students using these formats. It's very important these students receive the correct test books.
- Keep the original cartons from your shipment, along with the test book return label(s) included in your test shipment. You'll use them to return the used and unused test books after the test.
- Consult your PSAT/NMSQT® Coordinator Manual for information about receiving, counting, and storing your materials.
- Have proctors record test book serial numbers (instead of student names) when they fill out the seating chart, located on the back of the manual, for their room.
- Notes about supplemental shipments:
  - If you ordered additional test materials, we may not have processed that order in time for inclusion with this shipment. You'll receive a supplementary shipment soon. You can check the shipping status for supplemental orders at ordering.collegeboard.org.
  - Some materials for students testing with accommodations may arrive separately.
- Notes about the January Alternate administration:
  - Schools testing in January will receive a different Coordinator Report Form (CRF) than schools testing in October.
  - In box 3 of the CRF, coordinators should bubble in “January Alternate.”
  - In box 4 of the CRF, enter the actual date of testing.
  - Complete all other fields according to the instructions on the form and return with your used and unused answer sheets.

We appreciate your cooperation and assistance. Please contact us if you have questions about the enclosed materials or procedures to follow.

Returning Test Materials

Please follow the instructions in the After the Test Tasks and Information section in Part 1 of the PSAT/NMSQT Coordinator Manual to count, pack, and return your used answer sheets with other critical reports. Return the answer sheet shipment immediately after the test administration.

This flyer includes instructions to return test books and other formats no later than the next school day after you administer the test.
Returning Test Books

- Pack used and unused test books.
  - Insert all standard and subtitled test books—used and unused—into the cartons they were originally shipped in.
  - On top of the standard test books, include used and unused alternate test formats, such as flash drives, braille, reader scripts, etc. Place flash drives in their original packaging before packing in the return box.

- Prepare for shipping.
  - Seal the cartons with the tape included with the test shipment. Use two layers of tape to seal the cartons.
  - Label each box using the UPS test book return labels included in your original shipment. Cover any existing address information on the box before affixing test book return labels. Place one label on each box.
  - At the bottom of the label, fill in the number of boxes, school name, and school code.

1. Pack
   Use carton(s) from original test materials shipment and include only the items listed:
   - 1. Used and unused alternate test formats, if any (place flash drives in original packaging)
   - 2. Used and unused test books

2. Seal
   Use supplied tape and remove, cover, or cross out the original shipping labels.
   - For small boxes, the tape should extend 3 inches.
   - For large boxes, place tape around the perimeter of the box.

3. Label
   - Use the supplied UPS return labels from your test book materials shipment. Print the following on the label:
     - Number of packages (e.g., Box 1 of 2)
     - School name
     - School code
   - Don’t put more than one UPS return label on each box. Make sure each label can be clearly read.
   - Copy the UPS tracking number (starting with “1Z” in the center of the label) for your records and to schedule your UPS pickup.

4. Ship
   Arrange for packages to be picked up before the end of the test day, or at the latest by 24 hours after all PSAT/NMSQT testing at your school has concluded. Keep materials secure until pickup.

Important Notes
- Don’t put answer sheets inside test books.
- Include all packed test book cartons together in 1 shipment and clearly mark the labels as noted under step 3.
- If your return labels are missing, contact PSAT/NMSQT Support.
Shipping Instructions
See the manual for complete shipping information, including instructions for packing and shipping answer sheets and forms in the prelabeled courier box(es) or UPS Express Pak. Use your original test shipment boxes, along with the UPS test book return label, for returning test books and alternate formats. Confirm that you’re sending each shipment to the right location.

Answer Sheets and Forms:
PSAT/NMSQT
Pearson Processing Center
9200 Earhart Lane SW
Cedar Rapids, IA 52404

Test Books:
PSAT/NMSQT
Inbound Processing Center
200 Ludlow Drive
Ewing, NJ 08638

Submitting Payment
For information on submitting any required payment, go to psat.org/invoicing.

Contact Us
PSAT/NMSQT Program
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PSAT/NMSQT Support for Saturday and January Testers:
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