

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.

Shipping Instructions

See the manual for complete shipping information, including instructions for packing and shipping answer sheets and forms in the pre-labeled 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
P.O. Box 6720
Princeton, NJ 08541-6720

EMAIL: psat@info.collegeboard.org

FAX: 610-290-8979

PSAT/NMSQT Support for Saturday and January Testers:

PHONE: 888-477-PSAT (7728), toll free for educators in the United States only
+1-212-237-1335 outside of the U.S.



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