

SAT, PSAT 10, and PSAT 8/9 TEST MATERIAL RETURN

April 9, 2020

Dear Test Coordinator,

We hope you're safe and healthy during this challenging time.

Based on the suspension of assessments for Spring 2020, (<https://www.isbe.net/Documents/FAQ-4-1-20.pdf>), we wanted to provide instructions to schools regarding how to handle SAT, PSAT 10, and PSAT 8/9 materials that are on-site at your school.

Test books:

- If you were scheduled to administer the March 25 SAT School Day, please continue to hold all test materials until it is safe to return to school by keeping the materials you received secure, as directed by the [SAT School Day Coordinator Manual](#) starting on page 37. When your district deems it is safe for schools to reopen, please open the test book boxes and locate the clear ziplock bag which contains the loose UPS and red test book return labels. Apply one of each label to the outside of the test book boxes and reseal the boxes. Return test book boxes using your regularly scheduled UPS pickup. If UPS doesn't make a regular stop at your school, schedule a pickup at [ups.com](https://www.ups.com), or call 800-PICK-UPS (800-742-5877). Detailed instructions for scheduling a pickup on [ups.com](https://www.ups.com) can be found in the [SAT School Day UPS Online Self-Service Overview](#) (.pdf/474.95 KB). You will use the UPS tracking number on the labels you applied to the test book return boxes.
- If you were scheduled to administer the April SAT, PSAT 10, and/or PSAT 8/9, no test book shipments were released to schools, so no action is required.

Answer sheets and pre-ID labels:

- Preadministration materials for the March 25 SAT School Day should be securely stored until you are able to return to school. When your district deems it is safe for schools to reopen, please securely destroy all answer sheets and pre-ID labels.
- If you were scheduled to administer the April SAT, PSAT 10, and/or PSAT 8/9, no preadministration shipments were released to schools, so no action is required.

Other materials:

- For all other SAT, PSAT 10, and/or PSAT 8/9 materials at your school including manuals, please follow the guidance included in the "How to Handle Test Materials After Testing is Complete" chart in your Coordinator manuals.

Please continue to check the ISBE COVID-19 page for further announcements:

<https://www.isbe.net/Pages/covid19.aspx>.

If you have any questions regarding the return of secure material, please contact the College Board Customer Support at 844-688-9995 or write to illinoisadministratorsupport@collegeboard.org.

Respectfully,

College Board