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## NEW YORK STATE FIELD TESTING 2005 INSTRUCTIONS FOR ONLINE SCHEDULING FOR PICKUP OF ELA TEST MATERIALS

It is the responsibility of the Principal or his/her designated representative to schedule the pickup of your NYS field testing materials using the new online process. Please schedule your pickup of ELA materials beginning February 11, 2005 and no later than February 25, 2005. **Do not schedule the return of your test materials until you know the exact number of boxes to be returned, and they are sealed, labeled and ready to go.**

Procedure for online scheduling the pickup of test materials:

- 1) Using any web browser for the Internet, log on to <http://programs.ctb.com/nyspickup>. This website is scheduled to become active on February 7, 2005. **Please note that the URL address provided above is case sensitive (i.e., all letters must be lower case).** The opening screen contains important information. Print a copy of this screen for later reference.
- 2) Enter your 12-digit BEDS code, your name and your E-mail address. Please be sure that your E-mail address is correct since it will be used to confirm your pick-up arrangements.
- 3) Click on "Search" to continue.
- 4) Review all of the site information. Update any information marked by an asterisk (\*) that is not correct.
- 5) Enter the number of boxes **by label color** (purple or yellow) in the fields provided. In your Test Coordinator's Kit you will receive a colored return address label to place on each box. You must enter a "zero" if you have no boxes of a particular label color. The entry for each label color must reflect the exact number of boxes that you have packaged, sealed, and labeled.
- 6) You may enter any comments about the shipment and/or pickup instructions in the "Comments" section.
- 7) When your entry is complete, click on "Submit."

### **Box Count**

If you find that your box count is different from the count given when you scheduled the pickup, it is critical that you refuse the UPS return service labels not needed. This ensures that correct box count is maintained. Otherwise, there will be a discrepancy between the number of boxes that CTB is expecting to receive and what is actually received. If you have more boxes than expected, UPS will not have sufficient labels for all of the boxes. You will need to go back online to reschedule pickup of these boxes.

- **Schools must schedule their pickups no later than February 25, 2005.**

You will receive an initial E-mail confirming receipt of the pickup order and a second E-mail that will inform you of the exact arrangements (carrier, documentation procedures, date of pickup, etc.). This second E-mail, which you should receive approximately 24 hours after submitting your order, is extremely important and will provide you with specific procedures for your pickup. It is critical that you read and follow the instructions carefully. The UPS driver will bring the shipping labels for the number of boxes you stated in your order with him/her. Please allow 3-5 business days from the date of scheduling for the carrier to pick up your test materials.

**If you need assistance scheduling the pickup of your materials, please contact CTB Customer Service at 888-282-0059.**