



PREPARING TESTS FOR RETURN TO CROSSPOINTE EDUCATIONAL SERVICES

1. For students in grades K-3, check the student data grids inside the front covers of the test books for accuracy.
2. For students in grades 4-12, check the student data grids on the answer sheet for accuracy.
3. Check answer spaces to be sure that all marks are dark and solid. If the answer has been changed, make sure that it has been properly erased. An answer is not valid if more than one answer space is marked.
4. Be sure the time sheets have been filled out.
5. Return all testing materials by the date found on the cover sheet. Please check that you have the following items:
 - _____ All Examiner's manuals
 - _____ All test booklets
 - _____ All answer sheets for students in grades 4-12.
 - _____ All student time sheets
 - _____ Testing Affidavit
6. Place the return label on package to mail back to Crosspointe Educational Services.
7. You may want to insure your package or add a tracking service as you will be responsible for materials lost in the mail.
8. Please allow up to eight weeks for scoring and shipping time unless you chose Rapid Response which will be returned in three weeks.
9. If tests are not postmarked by date on the cover sheet then a fee of \$10.00 per Examiner's Manual and test booklet will be charged. If an emergency situation arises that will cause the test materials to be returned late, call Crosspointe Educational Services at 888.713.1249 ASAP as we are more than willing to work with you.