

Returning CAT Materials

What to Return

All materials that were shipped to you for the administration or scoring of the CAT must be returned to the Center for Assessment and Improvement of Learning. This includes all used tests, scored and unscored, as well as not used/unopened tests, and all additional reading packets that were packaged with the tests. A refund or credit will be applied for unopened tests and the additional reading packets are recycled. All scoring materials including scoring guides and training modules must be returned. The return shipment will not be processed until all materials are returned.

Material Return Form

The Material Return Form will act as your shipping manifest. This form must be returned with the shipment or emailed to catreports@tntech.edu. The return shipment will not be processed until this form is returned. The Material Return Form provides us a count of all materials being returned. It also ensures that we have the correct contact information for issuing refunds and returning reports. The Material Return Form also provides us with information about your local codes and requested analyses.

Packaging

In order to make processing of the shipment easier, we ask that you organize and label the materials within your shipment. Ensure that all boxes have a packing list detailing the exact contents of each box. If different materials are stacked in the same box, make sure that each type of material is clearly labeled and separated. This can be done with brightly colored pieces of paper or plastic wrap. Please do not 'repackage' the tests booklets into the packets of additional information. By keeping all materials separate, we can more easily identify each component and more quickly process the return.

Shipping

We ask that you use a preferred shipping provider such as FedEx or UPS, and that you ship with a tracking number. Both of these providers make routine deliveries to our facility. It may be important and worthwhile to purchase insurance for your shipment; that is at your own discretion. Please ship all tests to the following address:

Center for Assessment & Improvement of Learning
Tennessee Tech University
244 Mathews Hall • 80 West 8th St. • Cookeville, TN 38505

931-372-3611

CAT Material Return Form

Instructions for returning CAT materials:

1. All materials including used and unused tests, additional readings, and scoring materials must be returned.
2. Keep all materials separate. Organize and label each type of material in each box.
3. Use a preferred shipping provider such as FedEx or UPS and ship with a tracking number.
4. Return this form with your shipment

The return shipment will not be processed if this form is not received or if all materials are not returned.

Return Information:

Name of Institution

Name of Primary Contact

Test Administration Dates

Scoring Session Date

Have you included:

	#
<input type="checkbox"/> Scored CAT Tests	
<input type="checkbox"/> Unscored CAT Tests	
<input type="checkbox"/> Unused CAT Tests	
<input type="checkbox"/> Scoring Guides	
<input type="checkbox"/> Training Module CD	
<input type="checkbox"/> Additional Readings	
<input type="checkbox"/> Group Non-Disclosure Form	

Ship Report to:

Name

Title

Institution

Department

Street Address

City State Zip Code

Phone Fax

Email

Refund Address (if applicable):

Name

Title

Institution

Department

Street Address

City State Zip Code

Phone Fax

Email

Please Return all Materials to:

**Center for Assessment & Improvement of Learning
Tennessee Tech University
244 Mathews Hall
80 West 8th St.
Cookeville, TN 38505**

931-372-3611 • Fax 931-372-3722 • www.tntech.edu/cat

