

Procedural Steps to Scheduling a UPS Pickup

The Spring 2018 NMAPA administration will require all District Testing Coordinators (DTCs) to schedule UPS pickups of secure test materials before a provided deadline. UPS pickups can be scheduled at any time during the test administration, but must be completed before Monday, April 9 and picked up before Wednesday, April 11. Please ensure that STCs and TAs have returned all secure materials by Monday, April 9. The district security checklist can serve as guidance to ensure that all secure materials have been returned by STCs/TAs.

Scheduling UPS pickups before NMAPA materials are due to the AIR Processing Center (APC) will help ensure that all secure materials such as test booklets, student score forms, and second rater forms are processed and scored in time for each student's score report to be released to their district and parents. Using UPS services to pre-schedule area-wide pickups will also deter the issue of missing materials and voided student scores.

Each DTC must contact the New Mexico Help Desk by Monday, April 9 and request to schedule a UPS pickup of all NMAPA secure materials before the Wednesday, April 11 UPS pickup deadline. The DTC can contact the Help Desk any time before the deadline to schedule a pickup and provide the following:

- Their name and contact information (e.g. phone number, email address)
- District name and ID
- The tracking number on the return shipping label
- The date and time that the DTC would like to pickup to occur (UPS cannot provide same-day pickups, and the date must be before COB Wednesday, April 11)
- The pick-up address and specific location (office, loading dock, etc.)
- The number of packages being picked up
- Special instructions for the UPS driver (optional)

Please note that return shipping labels are provided in each DTC kit, and although there may be multiple return shipping labels and multiple boxes, only one tracking number is required to be provided to the Help Desk.

If you do not have a return shipping label, please let the Help Desk know when you are arranging your UPS pickup and a label will be emailed to you.

Contact Information		
New Mexico Help Desk	NMHelpDesk@air.org	1-800-254-6130 Fax: 1-877-231-7813
Jessica Kalich	jkalich@air.org	(202) 403-5513
Matt Greathouse	mgreathouse@air.org	(202) 403-6367
Kimber Sanchez – PED	kimber.sanchez@state.nm.us	(505) 827-6612

Important Spring 2018 NMAPA Dates	
TIDE Initial Order Window	January 11 – February 8
DTC receives NMAPA materials	February 26
TIDE Additional Order Window	March 5 – March 23
Test Administration Window	March 12 – April 6
DTC deadline to schedule UPS pickups	April 9
STC/TA deadline to return NMAPA materials to DTC	April 9
UPS pickup deadline to deliver materials back to AIR	April 11
Districts receive student score reports	June 13

Frequently Asked Questions

When do I have to schedule my district's UPS pickup?

DTCs must schedule their district's UPS pickup by Friday, April 6. Pickups must take place before Wednesday, April 11 (but only after all STCs/TAs have returned secure materials).

Is it mandatory?

Yes, it is mandatory for all DTCs to schedule a UPS pickup.

What happens if I don't schedule the pickup by the mandated deadline?

If a district hasn't scheduled their UPS pickup by the Monday, April 9 deadline, AIR will contact any delinquent districts to schedule the required pickup. In order to schedule a UPS pickup, the DTC will need to provide the UPS tracking number provided on the return shipment label, district address, DTC contact name and phone number, and preferred time and date of pickup. The preferred time and date of pickup must be before Monday, April 9.