



HiSET 2023 Test Booklet Return Instructions

Version: 1.0
Effective from: December 2023
Classification: Public

All 2023 HiSET Test Booklets should be returned by January 30, 2024

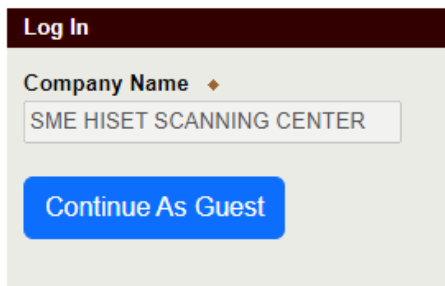
Only 2024 HiSET test booklets should be administered in 2024.

Your test site's inventory of 2023 HiSET test booklets must be returned. Please securely pack all 2023 HiSET test booklets in a sturdy box for return shipment and follow the directions below for printing a return label.

Instructions for Printing a UPS Label

1. Pack the following material in boxes for return:
 - a. All 2023 Math, Science, Social Studies, Reading and Writing test booklets.
 - b. Any old ETS-branded test booklets.
2. Click [here](#) to access the UPS HiSET returns portal to print the label
3. Click *Continue as Guest*

Guest Log In



The screenshot shows a web form titled "Log In". Below the title is a dropdown menu labeled "Company Name" with a small diamond icon to its right. The dropdown menu is open, showing the text "SME HISET SCANNING CENTER". Below the dropdown menu is a blue button with the text "Continue As Guest".

4. Enter your *PSI Test Center Number* and select the blue arrow.
 - a. This will prepopulate your Test Center Information.
 - b. If you would like the *email address* changed in order for the label to be sent to your email, please change before processing label. The email address will not be saved.
5. Select the dropdown button for *Items Returning*, select the *Test Book Return* option.
6. Select *Process Shipment*.

1. Enter your Test Center Number in the first field.
 2. Click the blue arrow to the right of your test center number and your address will automatically populate on the screen.
 3. Select the type of item that you are returning.
 4. Click the Process Shipment button. The Shipping Label will display and you can print it.
- Note: if you get the error message "Invalid mapped field SFCust09" please ensure you are typing in your Test Center Number and clicking the arrow to bring the address in. Do not type in your address.

Shipping Information.

Return From Information:

<p>Test Center Number ▾</p> <input type="text"/> ▶ <p>Test Center Name ▾</p> <input type="text"/> <p>Contact Name</p> <input type="text"/> <p>Address ▾</p> <input type="text"/> ⋮ <p>Address 2</p> <input type="text"/> <p>City ▾</p> <input type="text"/> <p>State ▾</p> <p>- Please Choose State - ▾</p> <p>Postal Code ▾</p> <input type="text"/> <p>Phone Number</p> <input type="text"/> ⋮ <p>E-Mail Address</p> <input type="text"/>	<p>Items Returning ▾</p> <p>Please Select ▾</p>	<p>Label Delivery Method</p> <p>View, Print, and E-Mail ▾</p>
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Package 1

Number Of Packages

1

Process Shipment
Clear

7. If you have more than one return package, please enter the *number of total packages*.
8. Click the *Process Shipment* button to print your label. Make sure to record your package tracking number.
9. Apply a label to each box/shipment.

Ship Your Package

Use one of the following pickup/drop-off methods to return 2023 test booklets. Any of the methods used below will provide a traceable receipt from origin to destination and chain of custody for the shipment.

- **Regular Scheduled UPS Pickup:** If you have a regularly scheduled pickup, please hand the shipment to the UPS driver at your earliest opportunity.
- **UPS Pickup Request:** Before test day you need to call UPS at 800-PICK-UPS to schedule a pickup on test day or as soon as possible after testing concludes.
- **UPS Drop-off:** Drop off your shipment at the UPS location and obtain a traceable receipt for your package.

Only print and affix one return label per package.

If you cannot create a shipping label or have technical issues, contact SME by email at shipping@smeasurement.com.

It is very important to note that any exams administered in 2024 using the 2023 test booklets will not be scored and will require the test taker to retest.