

July 6, 2016

Dear TASC Readiness Assessment Administrators,

Data Recognition Corporation | CTB will be making the next generation of TASC Test forms available in late summer/early fall of this year and, in preparation, will also be releasing the next set of TASC Readiness Assessment forms. As with Readiness Assessment Forms 1-3, Readiness Assessment Forms 4 and 5 will provide those preparing to take TASC Test with scores showing each candidate's expected performance level and likelihood of passing TASC Test.

Since Readiness Assessment Forms 4 and 5 will provide these predictions in relation to upcoming TASC Test Forms G, H, and I, DRC | CTB is prepared to replace your existing unused test materials from Readiness Assessment Forms 1-3 with the same quantity of new materials for Readiness Assessment Forms 4 and 5. The replacement materials will be provided at no cost to you.

In order to provide the replacement materials in the appropriate quantities and timeframe, please complete the attached *Readiness Assessment Replacement Materials* form and return it to DRC | CTB by July 22 by scanning and emailing it or by faxing or mailing it to:

TASC Readiness Assessment Replacement Materials

Data Recognition Corporation | CTB

6901 N. Michigan Road

Indianapolis, IN 46268

Toll-free telephone: 888-282-0589, option 4 (7:00 a.m. – 8:00 p.m. EST)

Toll-free fax 877-800-9389

Email: TASCTest\_Helpdesk@ctb.com

We will use the quantity information you provide us with to prepare your replacement order. Once you receive your shipment of replacement materials, we request that you return your old materials to us (in the boxes used for the shipment of new materials) within 1 week of receipt of the new materials. A copy of the attached form will be enclosed with your shipment; DRC | CTB will also use the form to inventory your old materials upon receipt back at DRC | CTB. Pre-paid shipping labels will be provided to you for this purpose.

### **Important Timelines for Materials Replacements**

- |            |   |
|------------|---|
| July 8     | Test Center receives <i>Readiness Assessment Replacement Materials</i> form   |
| July 22    | Test Center returns <i>Readiness Assessment Replacement Materials</i> form to DRC  CTB  |
| July 29    | Test Center receives confirmation of receipt of its <i>Readiness Assessment Replacement Materials</i> form and pre-paid shipping labels |
| ~August 15 | Test Center receives replacement paper-based Readiness Assessment materials   |
| ~August 19 | Test Center returns old Readiness Assessment materials to DRC  CTB in same boxes  |



If you have any questions about this communication or need assistance in any way, please contact the TASC Test Help Desk at [TASCTest\\_HelpDesk@ctb.com](mailto:TASCTest_HelpDesk@ctb.com) or by calling 888-282-0589, option 4.

Thank you for choosing TASC Test and the TASC Readiness Assessment.

Sincerely,

The TASC Test Readiness Assessment Team

Enclosure



## Readiness Assessment Replacement Materials

Please provide the following information in order to receive replacement Readiness Assessment materials designed to prepare potential Test Assessing Secondary Completion™ (TASC Test) examinees with practice and prediction score information related to upcoming TASC Test Forms G, H, and I.

New replacement Readiness Assessment materials will then be shipped to your test site at no cost to you. Your site will, in turn, be expected to return existing Readiness Assessment materials (that predict to TASC Test Forms D, E, and F) upon receipt of the new materials. Pre-paid labels and boxes for the return shipment will be provided.

Please complete the following and return the form to DRC | CTB by scanning and emailing it or by faxing or mailing it to the following address **no later than July 22:**

TASC Readiness Assessment Replacement Materials  
Data Recognition Corporation | CTB  
6901 N. Michigan Road  
Indianapolis, IN 46268  
Toll-free telephone: 888-282-0589, option 4 (7:00 a.m. – 8:00 p.m. EST)  
Toll-free fax 877-800-9389  
Email: [TASCTest\\_Helpdesk@ctb.com](mailto:TASCTest_Helpdesk@ctb.com)

Upon receipt of the form, DRC | CTB will send you a confirmation of receipt with instructions and materials for the return shipment. Replacement materials will arrive in August and test centers will be required to return existing materials within the week.

Name of Test Center Primary Contact Person: \_\_\_\_\_

Test Center Name: \_\_\_\_\_ Test Center ID: \_\_\_\_\_

Test Center Address: \_\_\_\_\_  
Street Suite/Rm #  
City State Zip

Test Center Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Number of Readiness Assessment Form 1-3 paper-based test booklets to be returned/replaced with Readiness Assessment Form 4-5 test booklets and accompanying materials:\*

\_\_\_\_\_

\* A one-for-one replacement will be made. Readiness Assessment Form 1-3 test booklets returned will be inventoried upon arrival at DRC | CTB. Discrepancies in the quantity indicated on this form and the quantity of test booklets returned may result in the test center being billed for additional materials.