

## SHIPPING CARRIER RETURN INSTRUCTIONS

Pearson will be utilizing UPS, or freight shipment carriers (for larger districts), for the IAR ELA/MATH assessments. This document provides the process for returning all IAR ELA/MATH scorable and nonscorable paper-based test materials to Pearson. Follow the instructions in the Test Coordinator Manual on shipping paper-based materials to Pearson. **A pickup of paper-based test materials must be scheduled and completed no later than 5 business days after testing is complete.**

**Note:**

- Only one school may be packed into a box to ensure all materials are accounted for correctly. Multiple grades and subjects for that school are allowed in a box.
- Districts that receive overage test materials will have additional Pearson colored return labels in the District Test Coordinator Kit to use if additional school labels are needed.
- Generic return labels include blank fields where pertinent state, district, and school information must be recorded prior to return to Pearson.

## RETURNING SCORABLE SECURE MATERIALS VIA UPS

Once materials are ready to ship, the Test Coordinator will apply one scorable UPS Ground return label and one scorable Pearson colored label to each scorable box being returned. Remember, only one school may be packed into a box. Scorable label color is **RED**. These labels will list the following address:

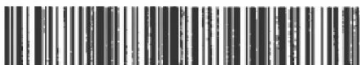



**PEARSON  
9200 EARHART LANE SW  
CEDAR RAPIDS, IA 52404**

Count the total number of scorable boxes being returned for the school and fill in the sequence (e.g., box 1 of 3, box 2 of 3, box 3 of 3) on the label in the designated space (BOX \_ OF \_ ). Districts must also fill in the school name.

Pickups must be scheduled at least 24 hours in advance. **Call UPS at [800-823-7459](tel:800-823-7459) (you must use this UPS number for Pearson pickup).**

1. Tell the UPS representative you are calling in a pickup request for Pearson and will be using their "Return Service."
2. Provide the number of boxes.
3. Verify pickup address information.
4. Provide a tracking number from any one of your UPS label(s).

Retain a copy of all UPS tracking numbers for record-keeping purposes.

Sample of Pearson Scorable Label	Sample UPS Label for Scorable Materials	
<p style="text-align: right;">IL00009642 S-00008</p> <p><b>CALLIOPE</b></p> <p>1019 BROCKMAN DR SE SUITE F BUNCOMBE, IL 62992</p> <p>SCHOOL: _____</p> <p>BOX _____ OF _____</p> <p><b>IAR 202X SCORABLE</b></p> <p>PEARSON 9200 EARHART LANE SW CEDAR RAPIDS, IA 52404-9078</p> <p>IAR ELA/MATH SPRING 202X SCORABLE TEST MATERIALS</p>  <p><b>791-002-IL1 2064299813 ANS</b></p>	<p>TEST COORDINATOR 5 LBS 1 OF 1 0199 841 4753 TEST SCHOOL TEST ADDRESS TEST CITY/STATE/ZIP</p> <p>SHIP SCORABLE RETURNS RS (319) 841-4753 TO: PEARSON 9200 EARHART LANE SW CEDAR RAPIDS IA 52404</p> <p>IA 524 0-10</p>   <p>UPS GROUND TRACKING #: 1Z 1Y3 95W 90 1145 3700</p>  <p>BILLING P/P ESIC DOCUMENTS RETURN SERVICE REF: 791902</p> <p>IL ELA/MATH SPRING 2020 SEQ NO:00000 CWU 13.6 PDF 83.5V 122019</p> <p>TRACKING NUMBER:1Z1Y395W9011453700</p> <p>To schedule pickup, call UPS at 800-823-7459</p> <p>IL ELA/MATH SPRING 2020</p>	

## RETURNING NONSCORABLE SECURE MATERIALS VIA UPS

Once materials are ready to ship, the Test Coordinator will apply one nonscorable UPS Ground return label and one nonscorable Pearson colored label to each nonscorable box being returned. Remember, only one school may be packed into a box. Nonscorable label color is **PURPLE**. These labels will list the following address:





**PEARSON  
7405 IRISH DR SW  
CEDAR RAPIDS IA 52404**

Count the total number of nonscorable boxes being returned for the school and fill in the sequence (e.g., box 1 of 3, box 2 of 3, box 3 of 3) on the label in the designated space (BOX \_ OF \_). Districts must also fill in the school name.

Pickups must be scheduled at least 24 hours in advance. **Call UPS at [800-823-7459](tel:800-823-7459) (you must use this UPS number for Pearson pickup).**

1. Tell the UPS representative you are calling in a pickup request for Pearson and will be using their "Return Service."
2. Provide the number of boxes.
3. Verify pickup address information.
4. Provide a tracking number from any one of your UPS label(s).

Retain a copy of all UPS tracking numbers for record-keeping purposes.

Sample Pearson Nonscorable Label	Sample UPS Label for Nonscorable Materials
<p style="text-align: right;">IL00009641 B-00007</p> <p><b>CALLIOPE</b> 302 DON GASPAR SAMPLE SHIPPING ADDRESS LINE 2 GOREVILLE, IL 62912</p> <p style="text-align: right;">987456321002501</p> <hr/> <p><b>SHERMAN</b> 752789613000216</p> <p>BOX _____ OF _____ <b>IAR 202X NONSCORABLE</b></p> <p>PEARSON 7405 IRISH DRIVE SW CEDAR RAPIDS, IA 52404-8964</p> <p><b>IAR ELA/MATH SPRING 202X NONSCORABLE TEST MATERIALS</b></p>  <p><b>791-002-IL2 2064299825 SEC</b></p>	<p>TEST COORDINATOR (319) 841-4712 TEST SCHOOL TEST ADDRESS TEST CITY/STATE</p> <p>12 LBS 1 OF 1 RS</p> <p><b>NONSCORABLE RETURNS</b> SHIP TO: (319) 841-4753 PEARSON 7405 IRISH DR. SW CEDAR RAPIDS IA 52404</p> <p style="text-align: right;">IR</p> <p><b>IA 524 0-10</b></p>   <p><b>UPS GROUND</b> TRACKING #: 1Z 1Y3 623 90 1992 1173</p>  <p>BILLING: PIP DESC: DOCUMENTS RETURN SERVICE REF #: 791002</p> <p style="text-align: right;">SEQ NO:00000</p> <p>IL ELA/MATH SPRING 2020 CWU 13.6 PDF 83.5V 12/2019</p> <p>TRACKING NUMBER: 1Z1Y36239019921173</p> <p>To schedule pickup, call UPS at 800-823-7459</p> <p>IL ELA/MATH SPRING 2020</p>

### Non Scorable Materials to Return

Test Booklets, Spanish Test Booklets, Unused Grade 3 Test Booklets, Unused Answer Documents, Unused Spanish Answer Documents, Human Reader Scripts, Spanish Human Reader Scripts, Large Print Test Booklets, Spanish Large Print Test Booklets, Braille Test Booklets, Tactile Graphics Booklets

### Scorable Materials to Return

Used Grade 3 Test Booklets, Used Answer Documents, Used Spanish Answer Documents

## RETURNING MATERIALS VIA FREIGHT CARRIER

Larger districts may receive a freight Bill of Lading instead of UPS labels in the District Test Coordinator Kit. There will be separate freight Bills of Lading for scorable and nonscorable test materials.

## RETURNING SCORABLE SECURE MATERIALS VIA FREIGHT CARRIER

Once materials are ready to ship, the Test Coordinator will apply one Pearson colored label to each scorable box being returned. Remember, only one school may be packed into a box. Scorable label color is **RED**. These labels will list the following address:

**PEARSON**  
**9200 EARHART LANE SW**  
**CEDAR RAPIDS, IA 52404**


Count the total number of scorable boxes being returned for the school and fill in the sequence (e.g., box 1 of 3, box 2 of 3, box 3 of 3) on the label in the designated space (BOX \_ OF \_ ). Districts must also fill in the school name.

All test materials being returned need to be placed on pallets and shrink wrapped before scheduling a pickup with the freight carrier. **Call the freight vendor phone number located on the bottom of the Bill of Lading** to schedule a pickup of scorable test materials. No account number is needed.

Provide the following to the freight vendor representative:

1. The number of pallets.
2. The estimated weight (provided on the Bill of Lading).
3. The destination zip code: 52404.
4. Service type: Priority.
5. Your business hours.

If no dock is available request a liftgate at this time.

Sample Pearson Scorable Label	Sample Freight Bill of Lading for Scorable Materials
<p style="text-align: right;">IL00009642 S-00008</p> <p><b>CALLIOPE</b></p> <p>1019 BROCKMAN DR SE            SUITE F            BUNCOMBE, IL 62992</p> <p>SCHOOL: _____</p> <p>BOX _____ OF _____</p> <p><b>IAR 202X SCORABLE</b></p> <p>PEARSON            9200 EARHART LANE SW            CEDAR RAPIDS, IA 52404-9078</p> <p>IAR ELA/MATH SPRING 202X SCORABLE TEST MATERIALS</p>  <p>791-002-IL1 2064299813 ANS</p>	<p>1H This Shipping Order Form 11207 RECEIVED, subject to the classifications and terms in effect on the date of this Bill of Lading. 152650</p> <p>FROM Pearson</p> <p>TO PICKUP FROM 9200 EARHART LANE SW            CEDAR RAPIDS, IA 52404</p> <p>GLB Needs to be on Bill 421008            PRO: 3375876044</p> <p>MAIL FREIGHT BILLS TO POST OFFICE ADDRESS:            *PearsonZenVista 11711 N Meridian Ste 415 Carm</p> <p>CONSIGNEE TO: Pearson (mail or street address of consignee—for purposes of notification only)</p> <p>PH #s: 3198414712</p> <p>9200 Earhart Lane SW            Cedar Rapids, IA 52404</p> <p>ROUTE: _____</p> <p>FEDEX FREIGHT PRIORITY</p> <p>NO. PKGS. KIND OF PKGS., DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS *WEIGHT SUB. TO COR.</p> <p>SCHOOL FORMS ITEM # 154280 CL 55</p> <p>Scorable Materials</p> <p>Bill PrePaid/3rd Party to            PEARSONZenVista            11711 N Meridian Ste 415            Carmel, IN 46032</p> <p>Pearson Education Shipper, Per _____ Agent, Per _____</p> <p>For scorable material pickup call FedEx Freight at (phone).</p> <p style="text-align: right;">SHIPPING ORDER - 2</p>

## RETURNING NONSCORABLE SECURE MATERIALS VIA FREIGHT CARRIER

Once materials are ready to ship, the Test Coordinator will apply one Pearson colored label to each nonscorable box being returned. Remember, only one school may be packed into a box. Nonscorable label color is **PURPLE**. These labels will list the following address:

**PEARSON**  
**7405 IRISH DR SW**  
**CEDAR RAPIDS IA 52404**

Count the total number of nonscorable boxes being returned for the school and fill in the sequence (e.g., box 1 of 3, box 2 of 3, box 3 of 3) on the labels in the designated space (BOX \_ OF \_). Districts must also fill in the school name.

All test materials being returned need to be placed on pallets and shrink wrapped before scheduling a pickup with the freight carrier. **Call the freight vendor phone number located on the bottom of the Bill of Lading** to schedule a pickup of nonscorable test materials. No account number is needed.

Provide the following to the freight vendor representative:

1. The number of pallets.
2. The estimated weight (provided on the Bill of Lading).
3. The destination zip code: 52404.
4. Service type: Priority.
5. Your business hours.

If no dock is available request a liftgate at this time.

Sample Pearson Nonscorable Label	Sample Freight Bill of Lading for Nonscorable Materials
<p>CALLIOPE            302 DON GASPAR            SAMPLE SHIPPING ADDRESS LINE 2            GOREVILLE, IL 62912</p> <p>SHERMAN            752789613000216</p> <p>BOX OF  <b>IAR 202X NONSCORABLE</b></p> <p>PEARSON            7405 IRISH DRIVE SW            CEDAR RAPIDS, IA 52404-8964</p> <p>IAR ELA/MATH SPRING 202X NONSCORABLE TEST MATERIALS</p> <p>791-002-IL2 2064299825 SEC</p>	<p>This Shipping Order (Printed, or in Carbon, and retained by the Agent.)            FROM Pearson            TO PICKUP 7405 Irish Dr. SW            Cedar Rapids, IA 52404</p> <p>GL# Needs to be on Bill 421008            PRO# 3375876033</p> <p>DELIVER TO            Pearson            PH #:3198414712            7405 Irish Dr. SW            Cedar Rapids, IA 52404</p> <p>NO. PKGS. KIND OF PKGS., DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS *WEIGHT SUB. TO COR.</p> <p>SCHOOL FORMS ITEM # 154280 CL 55</p> <p>Nonscorable Materials</p> <p>Bill PrePaid/3rd Party to            PEARSONXenVista            11711 N Meridian Ste 415            Carmel, IN 46032</p> <p>Pearson Education Shipper, Per Agent, Per            For nonscorable material pickup call FedEx Freight at (phone).</p>

### Non Scorable Materials to Return

Test Booklets, Spanish Test Booklets, Unused Grade 3 Test Booklets, Unused Answer Documents, Unused Spanish Answer Documents, Human Reader Scripts, Spanish Human Reader Scripts, Large Print Test Booklets, Spanish Large Print Test Booklets, Braille Test Booklets, Tactile Graphics Booklets

### Scorable Materials to Return

Used Grade 3 Test Booklets, Used Answer Documents, Used Spanish Answer Documents