

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:




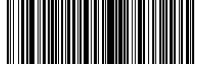
**PEARSON
9200 EARHART LANE SW
CEDAR RAPIDS, IA 52404**

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>CALLIOPE</p> <p style="text-align: right;">987456321002501</p> <p>1019 BROCKMAN DR SE SUITE F BUNCOMBE, IL 62992</p> <p>SCHOOL: _____</p> <p>BOX _____ OF _____</p> <p>IAR 202X SCORABLE</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>TEST COORDINATOR 5 LBS 1 OF 1 0788414712 RS TEST SCHOOL TEST ADDRESS TEST CITY IA 52404</p> <p>SHIP SCORABLE RETURNS TO: (319) 841-4753 PEARSON 9200 EARHART LANE SW CEDAR RAPIDS IA 52404</p> <p style="text-align: right;">E</p> <p>IA 524 0-10</p>   <p>UPS GROUND TRACKING #: 1Z 1Y3 95W 90 1145 3700</p>  <p>BILLING PIP DEIC DOCUMENTS RETURN SERVICE REF #: 791002 SEQ NO:00000 IL ELA/MATH SPRING 2020 ONU 13.6 PDF 83.5V 132019</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:

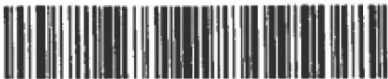


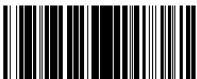
PEARSON
7405 IRISH DR SW
CEDAR RAPIDS IA 52404

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
<div style="text-align: right; font-size: small;">IL00009641 8-00007</div> <p>CALLIOPE</p> <p style="text-align: right;">987456321002501</p> <p>302 DON GASPAR SAMPLE SHIPPING ADDRESS LINE 2 GOREVILLE, IL 62912</p> <hr/> <p>SHERMAN</p> <p style="text-align: right;">752789613000216</p> <p>BOX OF</p> <p>IAR 202X NONSCORABLE</p> <p>PEARSON 7405 IRISH DRIVE SW CEDAR RAPIDS, IA 52404-8964</p> <hr/> <p>IAR ELA/MATH SPRING 202X NONSCORABLE TEST MATERIALS</p> <div style="text-align: center;">  </div> <p style="font-size: large; font-weight: bold;">791-002-IL2 2064299825 SEC</p>	<div style="text-align: right; font-size: small;">12 LBS 1 OF 1 RS</div> <p style="font-size: x-small;">TEST COORDINATOR (319) 841-4712 TEST SCHOOL TEST ADDRESS TEST CITY IA 52404</p> <p>SHIP NONSCORABLE RETURNS TO: (319) 841-4753 PEARSON 7405 IRISH DR. SW CEDAR RAPIDS IA 52404</p> <div style="text-align: right; font-size: large; font-weight: bold;">IR</div> <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <p style="font-size: large; font-weight: bold;">IA 524 0-10</p>  </div> </div> <div style="background-color: black; color: white; padding: 2px; font-weight: bold; text-align: center;"> UPS GROUND <small>TRACKING #: 1Z 1Y3 623 90 1992 1173</small> </div> <div style="text-align: center;">  </div> <p style="font-size: x-small;">BILLING PIP DESC: DOCUMENTS RETURN SERVICE REF1: 791002</p> <p style="text-align: right;">SEQ NO:00000</p> <p style="font-size: x-small;">IL ELA/MATH SPRING 2020 CWU 13.6 PDF 83.5V 122019</p> <p style="font-size: x-small;">TRACKING NUMBER: 1Z1Y36239019921173</p> <p style="font-size: x-small;">To schedule pickup, call UPS at 800-823-7459</p> <p style="font-size: x-small;">IL ELA/MATH SPRING 2020</p>

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>CALLIOPE</p> <p style="text-align: right;">987456321002501</p> <p>1019 BROCKMAN DR SE SUITE F BUNCOMBE, IL 62992</p> <p>SCHOOL: _____</p> <p>BOX _____ OF _____</p> <p>IAR 202X SCORABLE</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 11507 <small>This shipping order form, or in Carbon, and retained by the Agent RECEIVED, subject to the instructions and terms in effect on the date of this Bill of Lading.</small> 152650</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><small>SHIPPER PLEASE SHOW THIS NUMBER ON FREIGHT BILL FORM 11507</small> GL# Needs to be on Bill 421008 PRO# 3375876044</td> <td style="width: 50%;">FROM: Pearson TO: 9200 EARHART LANE SW CEDAR RAPIDS, IA 52404</td> </tr> <tr> <td><small>CUSTOMER ORDER NO.</small></td> <td><small>DATE</small></td> </tr> <tr> <td><small>CONSIGNEE TO (List or street address of consignee—For purposes of notification only)</small> Pearson</td> <td><small>MAIL FREIGHT BILLS TO (POST OFFICE ADDRESS)</small> *PearsonZenVista 11711 N Meridian Ste 415 Carm</td> </tr> <tr> <td><small>PHONE NO.</small> PH #3198414712</td> <td><small>FOR CARRIER'S USE ONLY</small></td> </tr> <tr> <td><small>ADDRESS</small> 9200 Earhart Lane SW Cedar Rapids, IA 52404</td> <td><small>SHIPMENT TO ADDRESS (PURSEOR STAMP ADDRESS)</small></td> </tr> <tr> <td><small>ROUTE</small></td> <td><small>DATE</small></td> </tr> <tr> <td><small>CAR OR VEHICLE REG. AND NO.</small></td> <td><small>PPD OR COLL.</small> PPD/3rd</td> </tr> <tr> <td><small>(SALVAGING CARRIER)</small> FEDEX FREIGHT PRIORITY</td> <td><small>AGENT'S SIGNATURE</small> PPD/3rd</td> </tr> </table> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>NO. PKGS.</th> <th>KIND OF PKGS., DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS</th> <th>WEIGHT SUB. TO COR.</th> </tr> </thead> <tbody> <tr> <td></td> <td>SCHOOL FORMS ITEM # 154280 CL 55</td> <td></td> </tr> <tr> <td></td> <td>Scorable Materials</td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Bill PrePaid/3rd Party to PEARSONZenVista 11711 N Meridian Ste 415 Carmel, IN 46032</p> <p>Pearson Education Shipper, Per _____ Agent, Per _____ For scorable material pickup call FedEx Freight at (phone). SHIPPING ORDER - 2</p>	<small>SHIPPER PLEASE SHOW THIS NUMBER ON FREIGHT BILL FORM 11507</small> GL# Needs to be on Bill 421008 PRO# 3375876044	FROM: Pearson TO: 9200 EARHART LANE SW CEDAR RAPIDS, IA 52404	<small>CUSTOMER ORDER NO.</small>	<small>DATE</small>	<small>CONSIGNEE TO (List or street address of consignee—For purposes of notification only)</small> Pearson	<small>MAIL FREIGHT BILLS TO (POST OFFICE ADDRESS)</small> *PearsonZenVista 11711 N Meridian Ste 415 Carm	<small>PHONE NO.</small> PH #3198414712	<small>FOR CARRIER'S USE ONLY</small>	<small>ADDRESS</small> 9200 Earhart Lane SW Cedar Rapids, IA 52404	<small>SHIPMENT TO ADDRESS (PURSEOR STAMP ADDRESS)</small>	<small>ROUTE</small>	<small>DATE</small>	<small>CAR OR VEHICLE REG. AND NO.</small>	<small>PPD OR COLL.</small> PPD/3rd	<small>(SALVAGING CARRIER)</small> FEDEX FREIGHT PRIORITY	<small>AGENT'S SIGNATURE</small> PPD/3rd	NO. PKGS.	KIND OF PKGS., DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	WEIGHT SUB. TO COR.		SCHOOL FORMS ITEM # 154280 CL 55			Scorable Materials	
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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</p> <p>BOX OF IAR 202X NONSCORABLE</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 Form 11827</p> <p>GL# Needs to be on Bill 421008 PRO# 3375876033</p> <p>FROM Pearson 7405 Irish Dr. SW Cedar Rapids, IA 52404</p> <p>TO: PearsonXenVista 11711 N Meridian Ste 415 Carmel, IN 46032</p> <p>SHIP TO ADDRESS: PEARSON EDUCATION</p> <p>DATE: PPD/3rd</p> <p>FEDEX FREIGHT PRIORITY</p> <table border="1"> <thead> <tr> <th>NO. PKGS.</th> <th>KIND OF PKGS., DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS</th> <th>WEIGHT SUB. TO COR.</th> </tr> </thead> <tbody> <tr> <td></td> <td>SCHOOL FORMS ITEM # 154280 CL 55 Nonscorable Materials</td> <td></td> </tr> </tbody> </table> <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). SHIPPING ORDER - 2</p>	NO. PKGS.	KIND OF PKGS., DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	WEIGHT SUB. TO COR.		SCHOOL FORMS ITEM # 154280 CL 55 Nonscorable Materials	
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