

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>CALLIOPE IL00009642 S-00008 987456321002501 1019 BROCKMAN DR SE SUITE F BUNCOMBE, IL 62992 SCHOOL: _____ BOX ____ OF ____ IAR 2020 SCORABLE PEARSON 9200 EARHART LANE SW CEDAR RAPIDS, IA 52404-9078 IAR ELA/MATH SPRING 2020 SCORABLE TEST MATERIALS 791-002-IL1 2064299813 ANS</p> |  <p>TEST COORDINATOR 5 LBS 1 OF 1 (319) 841-4753 RS TEST SCHOOL TEST ADDRESS SHIP SCORABLE RETURNS (319) 841-4753 TO: PEARSON 9200 EARHART LANE SW CEDAR RAPIDS IA 52404 E IA 524 0-10 UPS GROUND TRACKING # 1Z 1Y3 95W 90 1145 3700 BILLING P/P BASIC DOCUMENTS RETURN SERVICE REF# 791002 IL ELA/MATH SPRING 2020 SEQ NO:00000 COW 13.6 PDF 83.5V 1/2019 TRACKING NUMBER:1Z1Y395W9011453700 To schedule pickup, call UPS at 800-823-7459 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:

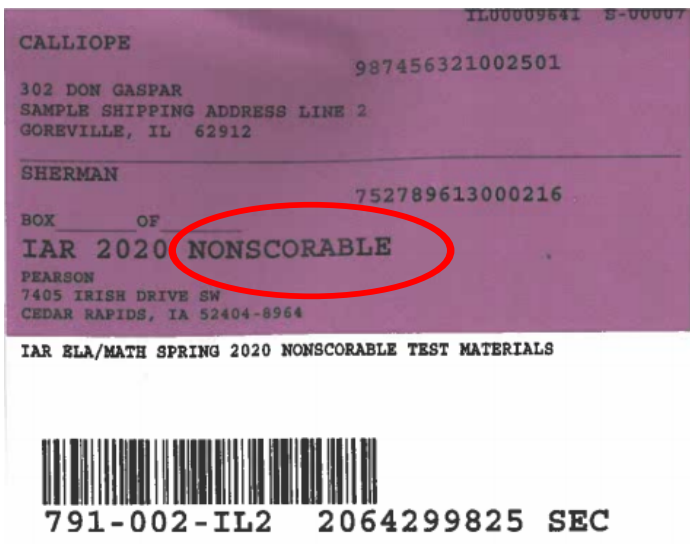

PEARSON
7405 IRISH DR SW
CEDAR RAPIDS IA 52404

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>CALLIOPE 302 DON GASPAR SAMPLE SHIPPING ADDRESS LINE 2 GOREVILLE, IL 62912 SHERMAN BOX OF IAR 2020 NONSCORABLE PEARSON 7405 IRISH DRIVE SW CEDAR RAPIDS, IA 52404-8964 IAR ELA/MATH SPRING 2020 NONSCORABLE TEST MATERIALS 791-002-IL2 2064299825 SEC</p> |  <p>TEST COORDINATOR (319) 841-4712 TEST SCHOOL TEST ADDRESS TEST COORDINATOR SHIP NONSCORABLE RETURNS TO: (319) 841-4753 PEARSON 7405 IRISH DR. SW CEDAR RAPIDS IA 52404 IR IA 524 0-10 UPS GROUND TRACKING #: 1Z 1Y3 623 90 1992 1173 BILLING P/P DESC: DOCUMENTS RETURN SERVICE REF: 791002 IL ELA/MATH SPRING 2020 SEQ NO:00000 CWU 13.6 PDF 83.5V 12/2019 TRACKING NUMBER: 1Z1Y36239019921173 To schedule pickup, call UPS at 800-823-7459 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 EARTHART 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>CALLIOPE IL00009642 S-00008</p> <p>1019 BROCKMAN DR SE SUITE F BUNCOMBE, IL 62992</p> <p>SCHOOL:</p> <p>BOX OF IAR 2020 SCORABLE</p> <p>PEARSON 9200 EARTHART LANE SW CEDAR RAPIDS, IA 52404-9078</p> <p>IAR ELA/MATH SPRING 2020 SCORABLE TEST MATERIALS</p> <p>791-002-IL1 2064299813 ANS</p> | <p>1H This Shipping Order, Parcel, or in Carton, and retained by the Agent, RECEIVED, subject to the classification and terms in effect on the date of the issue of this Bill of Lading.</p> <p>FROM Pearson 152650</p> <p>GLB Needs to be on Bill 421008</p> <p>PRO: 3375876044</p> <p>TO PICKUP FROM 9200 Earhart Lane SW Cedar Rapids, IA 52404</p> <p>MAIL FREIGHT BILL TO POST OFFICE ADDRESS: *PearsonXenVista 11711 N Meridian Ste 415 Carmel, IN 46032</p> <p>CONSIGNEE TO: Pearson (add or street address of consignee—for purposes of notification only)</p> <p>PH #3198414712</p> <p>9200 Earhart Lane SW Cedar Rapids, IA 52404</p> <p>ROUTE:</p> <p>CAR OR VEHICLE INITIAL AND NO. DELIVERING CARRIER</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 PEARSONXenVista 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>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

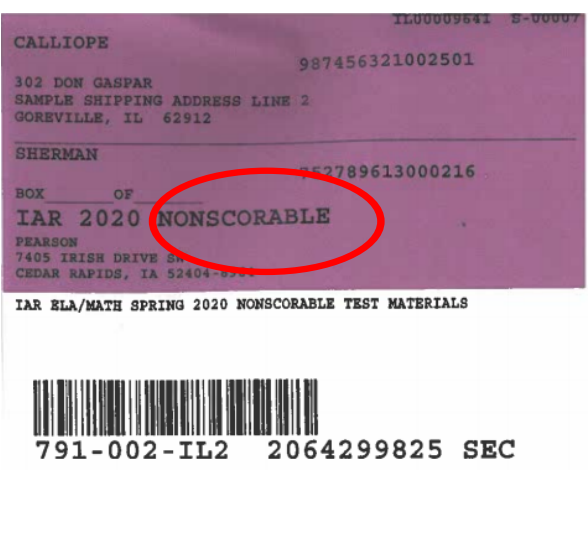
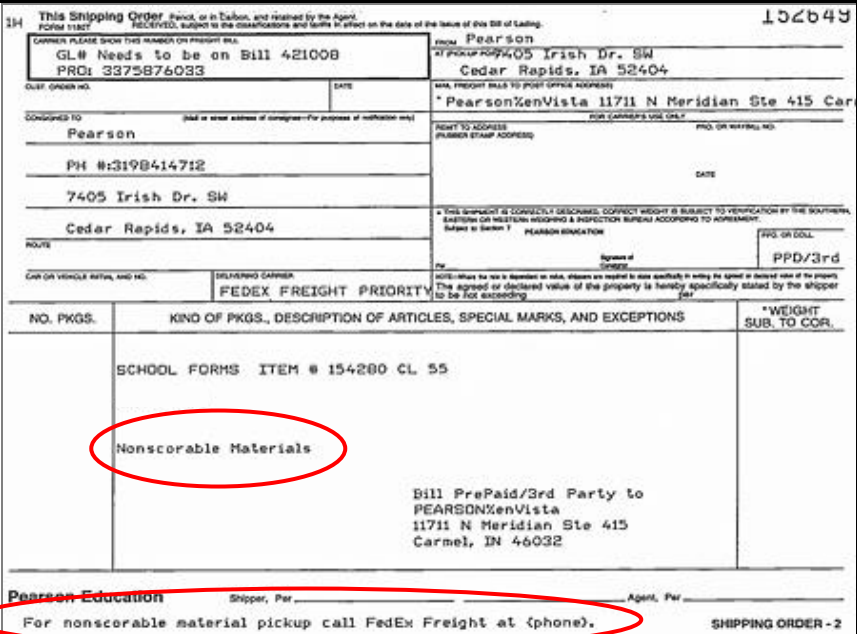
Count the total number of nonscorable boxes being returned for the school and fill in the sequence (e.g., box 1 of 3, box 2 of 3, box 3 of 3) on the labels in the designated space (BOX _ OF _). Districts must also fill in the school name.

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 987456321002501</p> <p>BOX _ OF _ IAR 2020 NONSCORABLE</p> <p>PEARSON 7405 IRISH DRIVE SW CEDAR RAPIDS, IA 52404-8000</p> <p>IAR ELA/MATH SPRING 2020 NONSCORABLE TEST MATERIALS</p> <p>791-002-IL2 2064299825 SEC</p> |  <p>134 This Shipping Order (Invoice, or in Export, and retained by the Agent, FORM 1347, RECEIVED, subject to the classifications and tariffs in effect on the date of this Bill of Lading.</p> <p>FROM Pearson 7405 Irish Dr. SW Cedar Rapids, IA 52404</p> <p>TO *PearsonXenVista 11711 N Meridian Ste 415 Car</p> <p>GL# Needs to be on Bill 421008 PRO# 3375876033</p> <p>PH #:3198414712 7405 Irish Dr. SW Cedar Rapids, IA 52404</p> <p>FEDEX FREIGHT PRIORITY</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</p> <p>For nonscorable material pickup call FedEx Freight at (phone).</p> <p>SHIPPING ORDER - 2</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