

SHIPPING CARRIER RETURN INSTRUCTIONS

Pearson will be utilizing UPS, or freight shipment carriers (for larger districts), for the ISA assessment. This document provides the process for returning all ISA 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.
- Generic return labels include blank fields where pertinent state, district, and school information must be recorded prior to return to Pearson.

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:




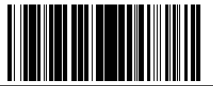
**PEARSON
7405 IRISH DR SW
CEDAR RAPIDS IA 52404**

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;">IL00009541 8-00007</p> <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> <p>IAR ELA/MATH SPRING 202X NONSCORABLE TEST MATERIALS</p>  <p>791-002-IL2 2064299825 SEC</p>	<p>TEST COORDINATOR 12 LBS 1 OF 1 (319) 841-4752 TEST SCHOOL RS TEST ADDRESS TEST CITY IA 52404</p> <p>SHIP NONSCORABLE RETURNS (319) 841-4753 TO: PEARSON 7405 IRISH DR. SW CEDAR RAPIDS IA 52404</p> <p style="text-align: right;">IR</p>  <p>IA 524 0-10</p>  <p>UPS GROUND TRACKING #: 1Z 1Y3 623 90 1992 1173</p>  <p>BILLING P/P DESC: DOCUMENTS RETURN SERVICE REF#: 791002</p> <p style="text-align: right;">SEQ NO:00000</p> <p>IL ELAMATH SPRING 2020 CWU 13.6 PDF 83.0V 12/2019</p> <p style="text-align: center;">TRACKING NUMBER:1Z1Y36239019921173</p> <p>To schedule pickup, call UPS at 800-823-7459</p> <p>IL ELAMATH SPRING 2020</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 style="text-align: right;">1L00009841 8-00007</p> <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> <p>IAR ELA/MATH SPRING 202X NONSCORABLE TEST MATERIALS</p>  <p>791-002-IL2 2064299825 SEC</p>	<p style="text-align: right;">152643</p> <p>This Shipping Order (Payable, or in Default, and retained by the Agent, unless stated otherwise.)</p> <p>FROM: Pearson <small>AT PICKUP FROM:</small> 7405 Irish Dr. SW Cedar Rapids, IA 52404</p> <p>TO: *PearsonKenVista 11711 N Meridian Ste 415 Carmel, IN 46032</p> <p>DATE: _____</p> <p>DELIVERING CARRIER: FEDEX FREIGHT PRIORITY</p> <p>NO. PKGS.: _____</p> <p>KIND OF PKGS., DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS: SCHOOL FORMS ITEM # 154280 CL 55</p> <p style="text-align: center;">Nonscorable Materials</p> <p>Bill PrePaid/3rd Party to PEARSONKenVista 11711 N Meridian Ste 415 Carmel, IN 46032</p> <p>Shipper, Per: Pearson Education Agent, Per: _____</p> <p>For nonscorable material pickup call FedEx Freight at (phone). SHIPPING ORDER - 2</p>