

## PAPER MATERIAL RETURN INSTRUCTIONS FOR SCHOOL TEST COORDINATORS

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DoDEA CCRS summative paper test materials will be shipped back to Pearson for processing. Pearson will use UPS for the shipping of the materials for processing and scoring at designated Pearson facilities in the US. This document explains the process for returning all paper-based materials, including scorable and nonscorable materials to Pearson.

### A. Preparing the Paper Material Shipment after Testing

Please sort and package the materials in boxes according to the directions below so that you can return all materials with a single call to UPS. **Note:** It is critical that you DO NOT mix **scorable** and **nonscorable** materials in the same box. They are sent to separate facilities. Mixing scorable and nonscorable materials may lead to a delay in processing scorable materials.

#### Scorable Materials

In order to prepare the boxes for the shipment of secure materials, you need the following ancillary materials: *Paper bands, Scorable materials return school headers (do not photocopy), Red scorable return labels, and UPS return labels for scorable materials.* If you do not have a sufficient amount of these materials, please contact your district test coordinator.

- Sort the following materials as **scorable** materials.
  - Used test booklets (grade 3)
  - Used answer documents (grades 4–high school). These may contain a student ID label or hand-gridded student demographic data.
  - Transcribed test booklets (grade 3)
  - Transcribed answer documents (grades 4–high school)
- Place the scorable materials in the boxes in which the test materials were delivered. If these boxes were damaged in the original shipment, please use any sturdy replacement boxes. **Note:** For specific instruction on how to arrange the materials in boxes, please follow the instructions that you received with the original shipment, as well as a visual on Figure 5.4: *Packaging Diagram for Scorable Test Materials* on page 52 of the *2019 Test Coordinator Manual*.
- Once all scorable materials are in boxes, indicate the sequence of boxes being returned for the school (e.g., Box 1 of 3, Box 2 of 3, and Box 3 of 3) on each return shipping label. **Note:** Do not combine two schools' testing materials in one box. Multiple grades and subjects for that school are allowed in a box.
- Place one **shipping label** AND one **RED scorable material label** on top of each scorable material box. All return labels were included in the School Test Coordinator Kits. **Note for International Schools:** Be certain the **UPS backup Document** and **Commercial Invoice** are also applied to the box as outlined in the Carrier Return Instructions that you received with the original shipment.



## Nonscorable Materials

In order to prepare the boxes for the shipment of nonsecure materials, you need the following ancillary materials: *Purple nonscorable return labels*, and *UPS return labels for nonscorable materials*. If you do not have a sufficient amount of these materials, please contact your district test coordinator.

- Sort the following materials as **nonscorable** materials.
  - Unused test booklets (including for absent students)
  - Unused answer documents (grades 4–high school)
  - Used test booklets (grade 3) and answer documents (grades 4–high school) that have been marked “Do Not Score”.
  - Used test booklets (grades 4–high school)
  - Human Reader scripts
  - Tactile graphics
  - Large print test booklets
  - Braille test booklets
- Place the nonscorable materials in the boxes in which the test materials were delivered. If these boxes were damaged in the original shipment, please use any sturdy replacement boxes.
- Once all nonscorable materials are in boxes, indicate the sequence of boxes being returned for the school (e.g., Box 1 of 3, Box 2 of 3, and Box 3 of 3) on each return shipping label. Note: Do not combine two schools’ testing materials in one box.
- Place one shipping label AND one **PURPLE** nonscorable material label on top of each scorable material box. All return labels were included in the School Test Coordinator Kits.



## B. Shipping Carrier Return Instructions

Once the shipment is ready, please contact UPS for pick up. Note the following:

1. Scorable materials must be picked up by **UPS by May 7. Scorable materials picked up by UPS after May 7 will not be scored.**
2. You must call UPS to schedule a pickup at least 24 hours in advance.
3. Please use the following UPS phone numbers based on your region.

COUNTRY	UPS PHONE NUMBER
Bahrain	973-17-223-123
Belgium	078-250-877
Germany	01806 882 663
Italy	02 30 30 30 39
Japan	0120-27-1040
Netherlands	020 50 40 500
South Korea	82 1588-6886
Spain	902-88-88-20
Turkey	444 00 33
United Kingdom	03457 877 877
USA	800-823-7459

4. When you place your call to UPS:
  - Tell the UPS representative you are calling in a pickup request for Pearson and will be using their “Return Service.”
  - Provide the number of boxes.
  - Verify the pickup address information.
  - Provide a tracking number from any one of your UPS label(s).

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

## C. Additional Resources to Assist with Paper Material Shipment

- DoDEA Test Coordinator Manual: Section 5.0 AFTER Completion of ALL Testing.

## D. Additional Support:

Please contact the **Pearson - DoDEA Customer Support:**

- **Phone:** 1-833-877-5758
- **WebForm Ticket (Contact DoDEA Support):**  
- <http://download.pearsonaccessnext.com/ref/WebToCase.html?p=DoDEA>