

SHIPPING CARRIER RETURN INSTRUCTIONS

Pearson will be utilizing UPS for the DoDEA ELA/Math assessments. This document provides the process for returning all DoDEA 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 the same box.
- 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:

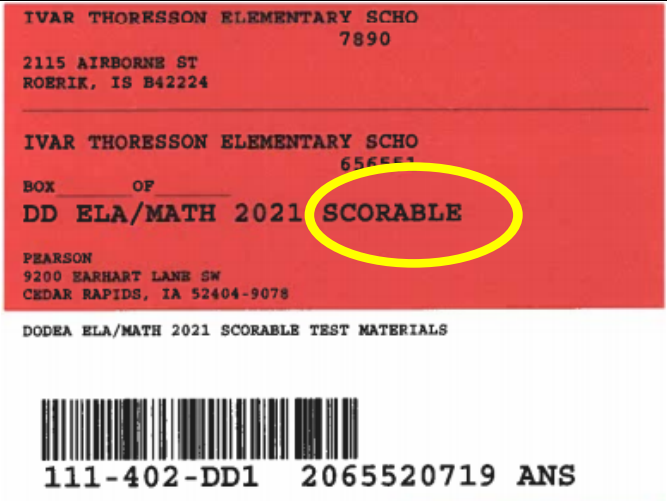


**PEARSON
9200 EARHART LANE SW
CEDAR RAPIDS, IA 52404**

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 _). The Test Coordinator 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>IVAR THORESSON ELEMENTARY SCHO 7890 2115 AIRBORNE ST ROERIK, IA 52224</p> <hr/> <p>IVAR THORESSON ELEMENTARY SCHO 656551</p> <p>BOX ____ OF ____ DD ELA/MATH 2021 SCORABLE</p> <p>PEARSON 9200 EARHART LANE SW CEDAR RAPIDS, IA 52404-9078</p> <p>DODEA ELA/MATH 2021 SCORABLE TEST MATERIALS</p>  <p>111-402-DD1 2065520719 ANS</p>	 <p>TEST COORDINATOR 5 LBS 1 OF 1 PEARSON PS 9200 EARHART LANE SW CEDAR RAPIDS IA 52404</p> <p>SHIP SCORABLE RETURNS TO: (319) 844-4753 PEARSON 9200 EARHART LANE SW CEDAR RAPIDS IA 52404</p> <p>IA 524 0-10</p> <p>UPS GROUND TRACKING #: 1Z 1Y3 95W 90 1164 5655</p> <p>BILLING: PIP DESC: DOCUMENTS RETURN SERVICE REF1: 111401 SEQ NO:00000 DD ELAMATH SPRING 2020 CWU 13.6 PDF 83.0V 1202018</p> <p>TRACKING NUMBER: 1Z1Y395W9011645655</p> <p>To schedule a pickup, call UPS at 800-823-7459</p> <p>ID ELAMATH 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 _). The Test Coordinator 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>A purple Pearson label for Aukamm Elementary School. It includes the school address (Schleswegstr Geb 218, Wiesbaden, DE 65191) and the Pearson address (7405 Irish Drive SW, Cedar Rapids, IA 52404-8964). The label is for 'DD ELA/MATH 2021 NONSCORABLE' materials. A red circle highlights the word 'NONSCORABLE'. At the bottom, it features a barcode and the alphanumeric code '111-402-DD2 2065520723 SEC'.</p>	 <p>A white UPS Ground label for 12 lbs of 1 of 1 package. It includes the Pearson address and is for 'NONSCORABLE RETURNS'. A red circle highlights the 'SHIP TO' information. The label includes a QR code, a tracking number 'IA 524 0-10', and a barcode. Billing information includes 'DD ELA/MATH SPRING 2020' and 'SEQ NO:00000'. At the bottom, it says 'TRACKING NUMBER: 1Z1Y36239020087715' and 'To schedule a pickup, call UPS at 800-823-7459'.</p>

Non Scorable Materials to Return

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

Scorable Materials to Return

Used Grade 3 Test Booklets, Used Answer Documents,

DODEA **INTERNATIONAL** SHIPPING CARRIER RETURN INSTRUCTIONS

Pearson will use UPS for the shipping of DoDEA ELA/Math assessments. This document explains the process for returning all scorable and non-scorable 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.**

UPS Phone Numbers

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	34-91-745-64-00
Turkey	0850-255-0066
United Kingdom	03457-877 877
USA	800-823-7459

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 SCORABLE SECURE MATERIALS VIA UPS

Once materials are ready to ship, the Test Coordinator will apply one UPS return label, one signed UPS Backup Document, one Commercial Invoice, 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**.

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 _). The Test Coordinator must also fill in the school name. Be certain to sign the UPS Backup Document and to place the Commercial Invoice inside the plastic sleeve provided with the return materials (see image on the following page).

Pickups must be scheduled at least 24 hours in advance. **Call UPS at the relevant phone number above. You must use one of these UPS numbers 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.

RETURNING NONSCORABLE SECURE MATERIALS VIA UPS

Once materials are ready to ship, the Test Coordinator will apply one UPS return label, one signed UPS Backup Document, one Commercial Invoice, 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**.

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 _). The Test Coordinator must also fill in the school name.

Pickups must be scheduled at least 24 hours in advance. **Call UPS at the relevant phone number above. You must use one of these UPS numbers for Pearson pickup.**

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