

## SHIPPING CARRIER RETURN INSTRUCTIONS

**Important Note:** After test administration, your school will ship back some secure scorable and/or secure, non-scorable materials back to Pearson. For this, you will use the UPS shipping labels received with your test material shipment. Please check your package to ensure you have sufficient UPS shipping labels to ship the secure (scorable and/or non-scorable) materials back to Pearson. If you do not have sufficient UPS labels to ship, either the scorable or non-scorable materials, please use any of the ones you have. If you use an incorrect label out of necessity, please write "Scorable" or "Non-Scorable" on the box, and Pearson will ensure they sort the materials when received, and send them to the correct location.

Pearson will be utilizing UPS to ship CCRS Summative Assessment test materials to DoDEA schools. This document provides the process for returning all CCRS Summative Assessment 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.

## DODEA DOMESTIC SHIPPING CARRIER RETURN INSTRUCTIONS

### 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 2115 AIRBORNE ST ROEBIK, IA 54224</p> <p>IVAR THORESSON ELEMENTARY SCHO 656551</p> <p>BOX OF DD ELA/MATH 2023 <b>SCORABLE</b></p> <p>PEARSON 9200 EARHART LANE SW CEDAR RAPIDS, IA 52404-9078</p> <p>DODEA ELA/MATH 2023 SCORABLE TEST MATERIALS</p> <p>111-405-DD1 2065520719 ANS</p>	 <p>TEST COORDINATOR DDEA 04-4710 PEARSON DOD EDUCATION ACTIVITY</p> <p>5 LBS 1 OF 1 RS</p> <p>SHIP SCORABLE RETURNS: TO: (319) 841-4753 PEARSON 9200 EARHART LANE SW CEDAR RAPIDS IA 52404</p> <p>IA 524 0-10</p> <p>UPS GROUND TRACKING # 1Z 1Y3 99W 90 1154 9055</p> <p>SEQ NO:00000</p> <p>DD ELAMATH SPRING 2023</p> <p>TRACKING NUMBER: 1Z1Y399W9011545055</p> <p>To schedule a pickup, call UPS at 800-823-7459</p> <p>10 ELAMATH SPRING 2023</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 label with white text. At the top, it says 'AUFAMM ELEMENTARY SCHOOL DVHS' and 'SCHLESWEGSTR GEB 218 WIESSADEN, DE 65191'. Below that, it says 'AUFAMM ELEMENTARY SCHOOL' and '024421'. The main text reads 'BOX _ OF _' followed by 'DD ELA/MATH 2023 NONSCORABLE' (where 'NONSCORABLE' is circled in red). At the bottom, it says 'PEARSON 7405 IRISH DRIVE SW CEDAR RAPIDS, IA 52404-8984' and 'DODEA ELA/MATH 2023 NONSCORABLE TEST MATERIALS'. A barcode is at the bottom with the number '111-405-DD2 2065520723 SEC'.</p>	 <p>A white UPS label. At the top, it says 'TEST COORDINATOR (319) 841-4753 PEARSON 7405 IRISH DR SW CEDAR RAPIDS IA 52404' (circled in red). To the right, it says '12 LBS 1 OF 1' and 'RS'. Below that, it says 'SHIP: NONSCORABLE RETURNS (319) 841-4753 TO: PEARSON 7405 IRISH DR SW CEDAR RAPIDS IA 52404'. There is a QR code and a barcode with 'IA 524 0-10' and 'IR'. The label also features 'UPS GROUND' and 'TRACKING # 1Z1Y36239020067715'. At the bottom, it says 'BILLING TIP: SEND DOCUMENTS RETURN SERVICE REF: 11441' and 'SEQ NO:00000'. The main text is 'DD ELAMATH SPRING 2023' and 'TRACKING NUMBER: 1Z1Y36239020067715'. At the very bottom, it says 'To schedule a pickup, call UPS at 800-823-7459' and 'DD ELAMATH SPRING 2023'.</p>

**To schedule a UPS pickup online, go to [www.ups.com](http://www.ups.com), select SHIPPING, then select SCHEDULE A PICKUP.**

<p><b>Non Scorable Materials to Return</b>          Test Booklets, Unused Grade 3 Test Booklets, Unused Answer Documents, Human Reader Scripts, Large Print Test Booklets, Braille Test Booklets</p>	<p><b>Scorable Materials to Return</b>          Used Grade 3 Test Booklets, Used Answer Documents</p>
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## DODEA INTERNATIONAL SHIPPING CARRIER RETURN INSTRUCTIONS

Pearson will be utilizing UPS to ship CCRS Summative Assessment test materials to DoDEA international schools. The process for returning all international scorable and non-scorable paper-based test materials to Pearson is the same as the process used for domestic shipping noted above. Please note, international schools need to fill out and affix a paper copy of the appropriate Commercial Invoice to their return materials package. The Commercial Invoice documents are available on the DoDEA MyPearson Support site here: [Scorable Commercial Invoice](#) and [Non-scorable Commercial Invoice](#). **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 CALL CENTER PHONE NUMBER
Bahrain	+ 973-17-223-123
Belgium	078-250 877
Germany	01806 882 663
Italy	02 30 30 30 39
Japan	01-2027 1040
Netherlands	0900 2255 877
South Korea	1588-6886
Spain	902-88 88 20
Turkey	0090-212-444 0066
United Kingdom	0845 7-877 877
USA	1-800-742-5877

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

