



Package Materials for Return Shipping

Before calling UPS, sort and package the materials according to the directions below so that you can return all materials with a single call. Refer to the Pearson Return Instruction Sheet and Shipping Carrier Return Instructions included in the Test Coordinator Kit shipped with your testing materials. Materials must be packed according to the school level. Materials must be shipped no longer than 5 days after your testing window closes. Materials returned late risk not receiving scores.

- **Scorable materials**
 - Used test booklets (grade 3)
 - Used answer documents (grades 4–high school)
 - Transcribed test booklets (grade 3)
 - Transcribed answer documents (grades 4–high school)
- **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

Required Ancillary Materials for Return

For all materials being returned, schools will need the following:

- Scorable
 - Paper bands
 - Scorable Materials Return School Headers (do not photocopy)
 - Red scorable return labels
 - UPS return labels for scorable materials
- Nonscorable
 - Purple nonscorable return labels
 - UPS return labels for nonscorable materials

If you do not have a sufficient amount of these materials, place an additional order in PearsonAccess. **If you placed additional orders for test materials, these return materials were not shipped to you automatically.**

Scorable Materials Return School Header and Paper Bands

- Complete a Scorable Materials Return School Header for each grade/course and subject.
- Place paper bands around each stack of scorable test booklets (grade 3, no more than 25 per band) or answer documents (grades 4–high school, no more than 25 per band).




- You may have more than one stack of banded documents per subject and grade/course, if necessary, but only complete ONE Return School Header and slip it in the first bundle. For example, Algebra 1 may have students from grades 9, 10, and 11 while grade 4 mathematics will only have students in grade 4.

Figure 5.3 Sample Scorable Materials Return School Header

Please Print School Name

District Name: _____

School Name: _____



**Scorable Materials
Return School Header**

Marking Instructions

- Use a No. 2 pencil only (no mechanical pencils).
- Do not use ink, ballpoint pens, or felt-tip pens.
- Fill in each circle completely.
- Erase cleanly any marks you wish to change.
- Do not make any stray marks on this sheet.

incorrect incorrect correct

Instructions For Completing This Form

- For each school, complete only one form for EACH grade/subject area tested.
- Grade 3: A completed form must be placed on top of the used scorable test booklets for EACH subject in your school's return scorable shipment.
- Grades 4 and above: A completed form must be placed on top of the used scorable answer documents for EACH grade/subject in your school's return scorable shipment.

District Code

B	I	A	Z	N	0	0	0	0	1								
(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)
(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)
(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)
(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)
(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)
(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)
(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)

School Code

(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)
(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)
(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)
(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)
(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)
(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)
(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)

Number Of Documents Under This Form (Left Justify)

(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)
(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)
(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)
(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)
(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)	(7)
(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)
(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)

202102-001251 - Printed in the USA by Pearson 8023006

Note: Do NOT photocopy any Scorable Materials Return School Header sheets. Use the original documents provided in your school's shipment.

Return Scorable Materials

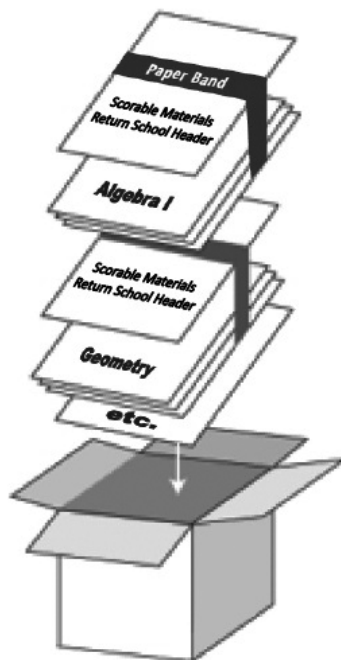
Use the boxes in which the test materials were delivered for return shipping. If these boxes were damaged in the original shipment, use sturdy replacement boxes.

Place all scorable materials in the shipping boxes as shown in Figure 5.4. Do NOT place more than one school's materials in a box. Within a school, materials for different grades/courses can be placed in the same box. Ensure that **NO** extraneous materials are returned (e.g., scratch paper, rulers, manuals).

Note: Schools that qualify for freight shipment will receive a freight bill (instead of UPS return materials) and freight return directions in your Test Coordinator Kit.

AFTER Completion of ALL Paper-Based Testing

Packing Diagram for Scorable Test Materials



**AFTER Completion
of All Paper-
Based Testing**

Note: Box scorable and nonscorable materials separately, as these will be shipped to different addresses.

Do NOT overfill a box. If any box is not completely filled, add crumpled paper to avoid damage caused by shifting during shipment. Do NOT use packing peanuts. Seal the boxes securely with packing tape. Remove any previous labels and cover any previous markings before applying the shipping label.

Locate the resealable package labeled “Test Coordinator Kit.” This package contains Pearson scorable materials return shipping labels. Refer to the figure below for sample labels.

- Place one scorable materials return shipping label on top of each box.
- Count the total number of scorable boxes.
- On the line that reads “SCH: BOX _ OF _” fill in the sequence of scorable boxes being returned for the school (e.g., indicate box 1 of 3, box 2 of 3, and box 3 of 3). Be sure to number scorable materials in a separate sequence from non-scorable.
- Do NOT write anything else on the labels.
- Do NOT include your nonscorable box count with your scorable box count.

Find a UPS scorable return label in the resealable package labeled “Test Coordinator Kit.” Apply one UPS label with “SCORABLE” to the top of each box of scorable materials as shown on the left side of the figure below. It is recommended that schools maintain UPS tracking numbers.



Sample Pearson Scorable Materials Return Shipping Label

AFTER Completion
of ALL Paper-
Based Testing

UPS Return Label	Pearson Scorable Return Label Example
<p>Scorable Label</p> <p>UPS Label</p> <p>Scorable box</p>	<p>P-9999 5-00932</p> <p>SAMPLE DISTRICT 99999 SAMPLE STREET CITY, ST 12345</p> <p>SAMPLE SCHOOL 00001 BOX ___ OF ___</p> <p>PARCC SCORABLE</p> <p>PEARSON 9200 EARHART LANE SW CEDAR RAPIDS, IA 52404</p> <p>PARCC SCORABLE TEST MATERIALS</p> <p>621-274-NM1 0042838663 ANS</p>

Return Nonscorable Materials

Use the boxes in which the test materials were delivered for return shipping. If these boxes were damaged in the original shipment, use sturdy replacement boxes.

Place all nonscorable materials in the shipping boxes. Do NOT place more than one school's materials in a box. Ensure that **NO** extraneous materials are returned (e.g., scratch paper, rulers, manuals).

Seal the boxes securely with packing tape and remove any previous markings or labels from the boxes before applying the shipping label.

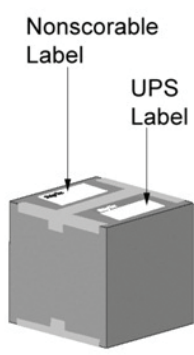

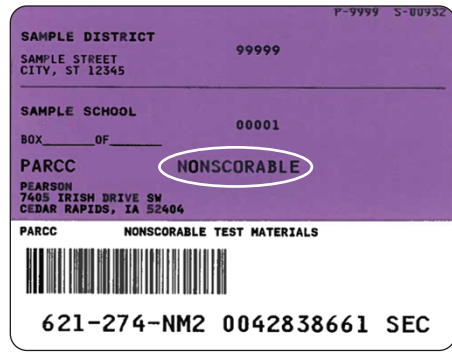
Locate the resealable package labeled "Test Coordinator Kit." This package contains Pearson nonscorable materials return shipping labels. Refer to the figure below for sample labels.

- Place one nonscorable materials return shipping label on top of each box.
- Count the total number of nonscorable boxes.
- On the line that reads "BOX _ OF _" fill in the sequence of nonscorable boxes being returned for the school (e.g., indicate box 1 of 3, box 2 of 3, and box 3 of 3). Be sure to number nonscorable materials in a separate sequence from scorable.
- Do NOT write anything else on the labels.
- Do NOT include your scorable box count with your nonscorable box count.



Find a UPS return label in the resealable package labeled “Test Coordinator Kit.” Apply one UPS label with “NONSCORABLE” to the top of each box of nonscorable materials as shown on the left side of the figure below.

Sample Pearson Nonscorable Materials Return Shipping Label

UPS Return Label	Pearson Nonscorable Return Label Example
 	 <p>621-274-NM2 0042838661 SEC</p>

**AFTER Completion
of All Paper-
Based Testing**

Generic Return Labels

Each administration includes scorable and nonscorable generic return labels; these labels follow the same color convention as regular materials return shipping labels:

- **Red Labels**—Scorable Materials Return Shipping Label and Scorable Generic Return Label
- **Purple Labels**—Nonscorable Materials Return Shipping Label and Nonscorable Generic Return Label

Contact UPS to Schedule Pickup

Refer to the Shipping Carrier Return Instructions included in the Test Coordinator Kit for return shipping instructions.

Pick-ups must occur as soon as possible after testing is complete. It is recommended that all materials are shipped for return within 5 days of the completion of testing.

Pick-ups must be scheduled at least 24 hours in advance. Call UPS at 800-823-7459 to schedule pickups. UPS customer service is available 24 hours a day, 7 days a week. Tell the UPS representative you are calling in a pickup request for Pearson and will be using their “Return Service.” You must provide UPS with the following information:

- The physical location from where packages are to be picked up (i.e., where materials were delivered)
- The estimated number of packages to pick up
- A tracking number from any one of your UPS labels

Once the pickup is scheduled, the school will receive a confirmation number from UPS. The number can be referenced in the future if questions or changes arise. It is recommended that schools maintain UPS tracking numbers.