



SHIPPING CARRIER RETURN INSTRUCTIONS

Pearson will be utilizing UPS, or freight shipment carriers (for larger districts), for the NJSLA/NJGPA-ELA/Math assessments. This document provides the process for returning all NJSLA/NJGPA-ELA/Math scorable and non-scorable test materials to Pearson. Follow the instructions in the Test Coordinator Manual on shipping materials to Pearson. **A pickup of test materials must be scheduled and completed no later than 5 business days after testing is complete.**

Note:

- To reduce the number of boxes, you may place more than one school's materials in the same box. Scorable documents for each school and grade/subject must have their own header sheet. Headers are not necessary for non-scorable documents.
- Ensure no extraneous materials are returned (e.g., scratch paper, rulers, or reference sheets, manuals).
- 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. Scorable label color is **RED**. These labels will list the following address:

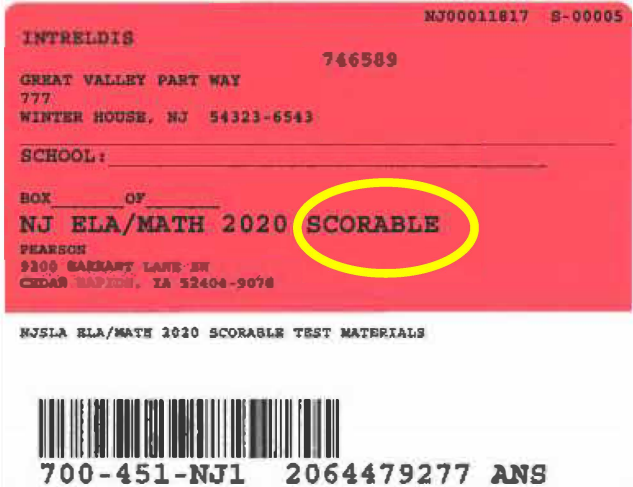

**PEARSON
9200 EARHART LANE SW
CEDAR RAPIDS, IA 52404**

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 _). Test Coordinators must also fill in the district/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).**

- 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 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.

Sample of Pearson Scorable Label	Sample UPS Label for Scorable Materials
 <p>INTRERDIS NJ00011817 S-00005 746589 GREAT VALLEY PART WAY 777 WINTER HOUSE, NJ 54323-6543 SCHOOL: _____ BOX _____ OF _____ NJ ELA/MATH 2020 SCORABLE PEARSON 9200 EARHART LANE SW CEDAR RAPIDS, IA 52404-9078 NJSLA ELA/MATH 2020 SCORABLE TEST MATERIALS 700-451-NJ1 2064479277 ANS</p>	 <p>TEST COORDINATOR 5 LBS 1 OF 1 TEST SCHOOL PS TEST CITY IA 52404 SHIP SCORABLE RETURNS TO: (319) 841-4753 PEARSON 9200 EARHART LANE SW CEDAR RAPIDS IA 52404 E IA 524 0-10 UPS GROUND TRACKING #: 1Z1Y35W9011453719 BILLING PC DESC: DOCUMENTS RETURN SERVICE REF: 70041 SEQ NO:00000 NJ ELA/MATH SPRING 2020 COM: 19A HDR 84N 00018 TRACKING NUMBER: 1Z1Y35W9011453719 To schedule pickup, call UPS at 800-823-7459 NJ ELA/MATH 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. Nonscorable label color is **PURPLE**. These labels will list the following address:

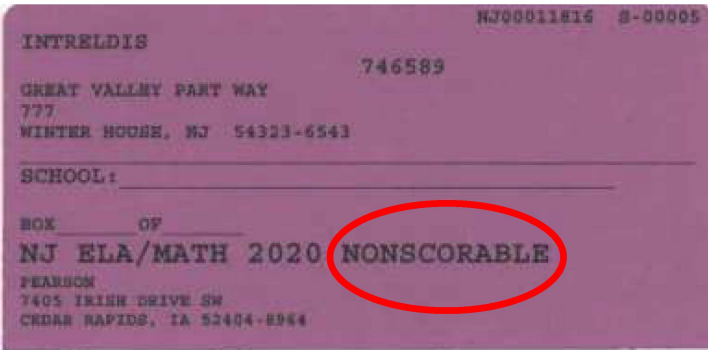

**PEARSON
7405 IRISH DR SW
CEDAR RAPIDS IA 52404**

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 _). Test Coordinators must also fill in the district/ 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>INTRELDIS NJ00011816 8-00005 746589 GREAT VALLEY PART WAY 777 WINTER HOUSE, NJ 54323-6543 SCHOOL: _____ BOX _____ OF _____ NJ ELA/MATH 2020 NONSCORABLE PEARSON 7405 IRISH DRIVE SW CEDAR RAPIDS, IA 52404-8944 NJSLA ELA/MATH 2020 NONSCORABLE TEST MATERIALS 700-451-NJ2 2064479291 SEC</p>	 <p>TEST COORDINATOR (319) 841-4752 12 LBS 1 OF 1 TEST SCHOOL _____ RS TEST ADDRESS _____ TEST CITY/STATE/ZIP _____ SHIP TO: NONSCORABLE RETURNS (319) 841-4753 PEARSON 7405 IRISH DR. SW CEDAR RAPIDS IA 52404 IR IA 524 0-10 UPS GROUND TRACKING #: 1Z 1Y3 623 90 1992 1191 BILLING P/F DESC: DOCUMENTS RETURN SERVICE REF #: 700491 SEQ NO:00000 NJ ELA/MATH SPRING 2020 TRACKING NUMBER: 1Z1Y36239019921191 To schedule pickup, call UPS at 800-823-7459 NJ ELA/MATH SPRING 2020</p>

Non Scorable Materials to Return

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

Scorable Materials to Return

Used Grade 3 Test Booklets, Used Answer Documents, Used Spanish Answer Documents