



NJSLA/NJGPA-ELA/M Shipping Carrier Return Instructions

SHIPPING CARRIER RETURN INSTRUCTIONS

Pearson utilizes UPS for the return of NJSLA/NJGPA-ELA/Math materials. This document provides the process for returning all NJSLA/NJGPA-ELA/Math secure 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.
- Ensure no extraneous materials are returned (e.g., scratch paper, rulers, reference sheets, or manuals).
- Generic return labels include blank fields. Record the pertinent district name and information prior to return to Pearson.

Answer documents will no longer be used for paper-based testing. Instead, students will write their answers in their test booklet. All student responses recorded in the student's paper test booklet must be transcribed into TestNav by the posted deadline based on the guidance document at the [NJ Assessments Resource Center](#) located under **Educator Resources > Test Administration Resources > Testing Resources**. Failure to transcribe student responses from the student test booklet into TestNav will result in the student not receiving a score.

RETURNING 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 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 name.

Shipping Return Labels	Vendor Return Labels
 <p>Nonscorable Label</p> <p>UPS Label</p> <p>Nonscorable box</p> <div data-bbox="418 1499 683 1965"> <p>5 LBS 1 OF 1 RS</p> <p>SHIP TO: NONSCORABLE NJSLA RETURN TO: PEARSON 7405 IRISH DR SW CEDAR RAPIDS IA 52404</p> <p>IA 524 0-10</p> <p>UPS GROUND TRACKING #: 1Z 1Y3 E23 90 0919 6995</p> <p>BLIND FRP DISC. DOCUMENTS RETURN SERVICE REF: 42036</p> <p>NJSLA Spring 2015 SEQ NO:00000 CU: 121 POF 54/6/10/2014</p> <p>TRACKING NUMBER: 1Z1Y3E239009196995</p> <p>NONSCORABLE NJSLA RETURN</p> </div>	



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Pickups must be scheduled at least 24 hours in advance. Call UPS at 800-823-7459. **Note:** 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.

Secure Materials to Return to Vendor

- **All test booklets, including Braille, Large Print and Spanish.**
- **Mathematics human reader scripts.**