Materials and Box Preparation

Step One – Prepare material for shipping

Place ALL testing materials (used and unused) in box(es)

Materials include:

- Directions for Administration
- Speaking Scoring Guides and Speaking Exemplar CDs
- Writing Scoring Guides and Training Sets
- Listening CDs (including any Listening Scripts)
- All Speaking session booklets (including large type)
- All L/R/W session booklets (including large type)
- All Listening, Reading, or Writing test booklets (for Kindergarten)
- Braille materials

Step Two – Pack testing materials in boxes

- Use the box(es) originally received to return all test materials
- Using the original Packing list as a checklist to verify all secure material is returned, place each testing material into the box.
- Please combine materials from all shipments received and return as few boxes as possible.
- Fill any empty space with packing material to prevent damage during transit.
- Use packing tape to securely seal both top and bottom of each box and prevent it from opening during shipping.
f. School Label (purple)- Retrieve the school return labels from the coordinator kit. The labels will be purple

g. Complete the Return Box section of each school label -If the original shipping boxes are not available, write the quantity of boxes shipped on the outside of the boxes (i.e., 1 of 2, 2 of 2).

Step Three – Use the Return Service (RS) labels

a. Retrieve your RS labels from the coordinator kit received from Pearson.

b. Your location will have one UPS RS label for each box being returned.

c. Place the label over the original shipping label completely covering it. Take care to not cover the purple Pearson school label.

d. If your location does not have regular UPS service, call 800-823-7459 to arrange a UPS Return Service pickup, a day in advance. Be prepared to provide the following:

- The phone number of the location where the shipment will be picked up.
- The physical address of where the shipment will be picked up.
- The RS tracking number(s).

Contact Pearson's Customer Support at 888-705-9415 or NYSESLATscm@grp.pearson.com if more return service labels are needed.
Return Service (RS) Shipping Label

Apply the return service (RS) shipping label to the boxes of return materials.

Ship to:

PEARSON CR
9200 EARHART LN SW
CEDAR RAPIDS IA 52404-9078

Call UPS at 800-823-7459 and arrange UPS pickup if needed

Contact Pearson’s Customer Support at 888-705-9415 or NYSESLATscm@grp.person.com if more return service labels are needed.