

MARYLAND SHIPPING CARRIER RETURN INSTRUCTIONS

This document provides the process for returning all scorable and non-scorable paper-based test materials to Pearson. Follow the instructions in the Test Coordinator Manual for 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:

- There will be one freight Bill of Lading for scorable and non-scorable test materials in the Test Coordinator Kit. No account number is needed.
- **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 a box.**
- LSS/LEA 24's that receive overage test materials will have additional Pearson colored return labels in the LAC Test Coordinator Kit to use if additional school labels are needed.
- Generic return labels include blank fields where pertinent state, LSS/LEA 24, and school information must be recorded prior to return to Pearson.

RETURNING SCORABLE SECURE MATERIALS

Once materials are ready to ship, the Test Coordinator will apply one Pearson colored label to each scorable box being returned. Scorable label color is:

ELA/Math - **RED**
 Science - **YELLOW**
 Social Studies - **OLIVE**

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, and box 3 of 3) on the label in the designated space (BOX _ OF _). LAC must also fill in the school name.

To schedule a pickup, email MVP at pickup@mvpship.com or call **888-886-0780** between the hours of 9:00 a.m.–4:00 p.m. eastern time at least **48 hours** in advance of the requested pickup day.

1. Provide LSS/LEA 24 and School number.
2. Provide box count for scorable and non-scorable.
3. Provide pickup hours.
4. Provide your pickup address, contact name, and phone number.

Sample of Pearson ELA/Math Scorable Label	Sample Freight Bill of Lading for Scorable Materials																														
 <p>MD00100463 S-00000 LSS/LEA24: _____ LSS/LEA24 #: _____ SCH: _____ SCH #: _____ BOX _____ OF _____ MD ELA/MATH SP20 SCORABLE PEARSON 9200 EARHART LANE SW CEDAR RAPIDS, IA 52404-9078</p>	 <p>MVP Assessments Materials Bill of Lading</p> <p>MVP LOGISTICS 18205 - 10th Ave. N., Suite A Plymouth, MN 55441 888-886-0780 www.mvplogistics.com</p> <table border="1"> <tr> <td>DATE: _____</td> <td>TRACKING # 105254604</td> </tr> <tr> <td>PROJECT 700400</td> <td></td> </tr> </table> <table border="1"> <tr> <td>SHIPPER</td> <td>CONSIGNEE</td> </tr> <tr> <td></td> <td>Pearson 9200 Earhart Lane SW Cedar Rapids IA 52404</td> </tr> <tr> <td>ATTN: _____</td> <td>ATTN: MD FALL 2018 SCORABLE RETURN</td> </tr> <tr> <td>PHONE: _____</td> <td>REV 319-841-4753</td> </tr> <tr> <td>REF: _____</td> <td>MD FALL 2018</td> </tr> </table> <table border="1"> <tr> <td>TEST COORDINATOR MUST COMPLETE:</td> <td>Special Instructions</td> </tr> <tr> <td>_____ SCORABLE BOX COUNT</td> <td>To schedule a pickup call MVP Logistics at 888-886-0780.</td> </tr> </table> <table border="1"> <tr> <td>TEST ADMINISTRATOR Must Complete</td> <td>DRIVER Must Complete</td> </tr> <tr> <td>You must accurately complete all information below. Please insure your Box Counts are accurate.</td> <td>You must verify box count! Verify and enter total box count, pickup date and time. Provide your name and signature.</td> </tr> <tr> <td>Printed Name _____</td> <td>Printed Name _____</td> </tr> <tr> <td>Signature _____</td> <td>Signature _____</td> </tr> <tr> <td>Date _____</td> <td>Date _____</td> </tr> <tr> <td>Total Box Count _____</td> <td>Total Box Count _____</td> </tr> </table> <p>SENSITIVE MATERIAL HANDLE WITH CARE! <small>Original for Test Administrator</small></p>	DATE: _____	TRACKING # 105254604	PROJECT 700400		SHIPPER	CONSIGNEE		Pearson 9200 Earhart Lane SW Cedar Rapids IA 52404	ATTN: _____	ATTN: MD FALL 2018 SCORABLE RETURN	PHONE: _____	REV 319-841-4753	REF: _____	MD FALL 2018	TEST COORDINATOR MUST COMPLETE:	Special Instructions	_____ SCORABLE BOX COUNT	To schedule a pickup call MVP Logistics at 888-886-0780.	TEST ADMINISTRATOR Must Complete	DRIVER Must Complete	You must accurately complete all information below. Please insure your Box Counts are accurate.	You must verify box count! Verify and enter total box count, pickup date and time. Provide your name and signature.	Printed Name _____	Printed Name _____	Signature _____	Signature _____	Date _____	Date _____	Total Box Count _____	Total Box Count _____
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Signature _____	Signature _____																														
Date _____	Date _____																														
Total Box Count _____	Total Box Count _____																														

814-382-MD1

Sample of Pearson Science (MISA) Scorable Label

MD00100538 S-00018
 25
 COLLINS DISTRICT PDQ
 1019 BROCKMAN DR SE
 BUNCOMBE, MD 62992

COLLIDGE JUNIOR HIGH SCHOOL PDQ 3216

SCH: BOX ____ OF ____

MD MISA SP20 SCORABLE

PEARSON
 9200 EARHART LANE SW
 CEDAR RAPIDS, IA 52404-9078

MD MCAP MISA 2020 SPRING SCORABLE MATERIALS



814-383-MD1 2064479129 ANS

Sample of Pearson Social Studies Scorable Label

MD99999993 S-00000
 LSS/LEA24: _____ LSS/LEA24 #: _____

SCH: _____ SCH #: _____

BOX ____ OF ____

MD SS SP20 SCORABLE

PEARSON
 9200 EARHART LANE SW
 CEDAR RAPIDS, IA 52404-9078

MD MCAP SOCIAL STUDIES 2020 SPRING SCORABLE MATERIALS

814-384-MD1

RETURNING NONSCORABLE SECURE MATERIALS

Once materials are ready to ship, the Test Coordinator will apply 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:

- ELA/Math - **PURPLE**
- Science - **SKY BLUE**
- Social Studies - **PUMPKIN**

These labels will list the following address:


PEARSON
7405 IRISH DR 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 _). LAC must also fill in the school name.

To schedule a Pearson pickup, email MVP at pickup@mvpship.com or call [888-886-0780](tel:888-886-0780) between the hours of 9:00 a.m.–4:00 p.m. eastern time at least **48 hours** in advance of the requested pickup day.

1. Provide LSS/LEA 24 and School number.
2. Provide box count for scorable and nonscorable.
3. Provide pickup hours.
4. Provide your pickup address, contact name, and phone number.

Sample of Pearson ELA/Math Nonscorable Label	Sample Freight Bill of Lading for Nonscorable Materials																		
 <p style="text-align: right; font-size: small;">MD00100462 8-00000</p> <p>LSS/LEA24: _____ LSS/LEA24 #: _____</p> <p>SCH: _____ SCH #: _____</p> <p>BOX _____ OF _____</p> <p style="text-align: center;">MD ELA/MATH SP20 NONSCORABLE</p> <p>PEARSON 7405 IRISH DRIVE SW CEDAR RAPIDS, IA 52404-8964</p> <p style="text-align: center; font-size: small;">MD MCAP ELA/MATH 2020 SPRING NONSCORABLE MATERIALS</p> <p style="text-align: center; font-size: large; font-weight: bold; margin-top: 20px;">814-382-MD2</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;"> DATE _____ TRACKING # 105254602 PROJECT 700400 </td> <td style="width: 30%; text-align: center; padding: 5px;">  Assessments Materials Bill of Lading </td> <td style="width: 40%; padding: 5px; font-size: x-small;"> MVP LOGISTICS 10285 - 10th Ave. N., Suite A Plymouth, MN 55443 888-886-0780 www.mvplogistics.com </td> </tr> <tr> <td style="padding: 5px;"> SHIPPER PEARSON 7405 Irish Dr. SW Cedar Rapids IA 52404 ATTN: MD FALL 2018 NONSCORABLE RETURN PHONE: 319-841-4753 FAX: MD FALL 2018 </td> <td style="padding: 5px;"> CONSIGNEE Pearson 7405 Irish Dr. SW Cedar Rapids IA 52404 ATTN: MD FALL 2018 NONSCORABLE RETURN PHONE: 319-841-4753 FAX: MD FALL 2018 </td> <td style="padding: 5px;"> Special Instructions To schedule a pickup call MVP Logistics at 888-886-0780. </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> TEST COORDINATOR MUST COMPLETE: _____ NONSCORABLE BOX COUNT </td> <td style="padding: 5px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;"> TEST ADMINISTRATOR Must Complete You MUST accurately complete all information below. Please insure your Box Counts are accurate. </td> <td style="padding: 5px;"> DRIVER Must Complete You must verify box count! Verify and enter total box count, pickup date and time. Provide your name and signature. </td> </tr> <tr> <td style="padding: 5px;"> Printed Name _____ Signature _____ Date _____ Total Box Count _____ </td> <td style="padding: 5px;"> Printed Name _____ Signature _____ Date _____ Total Box Count _____ </td> <td style="padding: 5px;"></td> </tr> <tr> <td colspan="3" style="text-align: center; padding: 5px;"> SENSITIVE MATERIAL HANDLE WITH CARE! <small>Original for Test Administrator</small> </td> </tr> </table>	DATE _____ TRACKING # 105254602 PROJECT 700400	 Assessments Materials Bill of Lading	MVP LOGISTICS 10285 - 10th Ave. N., Suite A Plymouth, MN 55443 888-886-0780 www.mvplogistics.com	SHIPPER PEARSON 7405 Irish Dr. SW Cedar Rapids IA 52404 ATTN: MD FALL 2018 NONSCORABLE RETURN PHONE: 319-841-4753 FAX: MD FALL 2018	CONSIGNEE Pearson 7405 Irish Dr. SW Cedar Rapids IA 52404 ATTN: MD FALL 2018 NONSCORABLE RETURN PHONE: 319-841-4753 FAX: MD FALL 2018	Special Instructions To schedule a pickup call MVP Logistics at 888-886-0780.	TEST COORDINATOR MUST COMPLETE: _____ NONSCORABLE BOX COUNT			TEST ADMINISTRATOR Must Complete You MUST accurately complete all information below. Please insure your Box Counts are accurate.		DRIVER Must Complete You must verify box count! Verify and enter total box count, pickup date and time. Provide your name and signature.	Printed Name _____ Signature _____ Date _____ Total Box Count _____	Printed Name _____ Signature _____ Date _____ Total Box Count _____		SENSITIVE MATERIAL HANDLE WITH CARE! <small>Original for Test Administrator</small>		
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SENSITIVE MATERIAL HANDLE WITH CARE! <small>Original for Test Administrator</small>																			

Sample of Pearson Science (MISA) Nonscorable Label	Sample of Pearson Social Studies Nonscorable Label
<div style="background-color: #ADD8E6; padding: 5px;"> <p style="text-align: right;">MD00100537 S-00016</p> <p>WILKEN-CUSD. PDQ 10 IL DIST61 0000 5TH STREET SUITE #6126 CHICAGO, MD 62471-6174</p> <hr/> <p>WEIRDNAME-. SCHOOL 4271</p> <p>SCH: BOX ____ OF ____</p> <p>MD MISA SP20 NONSCORABLE</p> <p>PEARSON 7405 IRISH DRIVE SW CEDAR RAPIDS, IA 52404-8964</p> </div> <p style="text-align: center; font-size: small;">MD MCAP MISA 2020 SPRING NONSCORABLE MATERIALS</p> <div style="text-align: center;">  <p>814-383-MD2 2064479171 SEC</p> </div>	<div style="background-color: #FF6347; padding: 5px;"> <p style="text-align: right;">MD99999994 S-00000</p> <p>LSS/LEA24: _____ LSS/LEA24 #: _____</p> <hr/> <p>SCH: _____ SCH #: _____</p> <p>BOX ____ OF ____</p> <p>MD SS SP20 NONSCORABLE</p> <p>PEARSON 7405 IRISH DRIVE SW CEDAR RAPIDS, IA 52404-8964</p> </div> <p style="text-align: center; font-size: small;">MD MCAP SOCIAL STUDIES 2020 SPRING NONSCORABLE MATERIALS</p> <p style="text-align: center; font-size: large;">814-384-MD2</p>

Scorable Materials to Return

- Used test books (grade 3–ELA/L, grade 3 mathematics, MISA 5 & 8, and Social Studies 8)
- Used answer documents (grades 4–high school–ELA/L and mathematics)
- Transcribed test books (grade 3 ELA/L and mathematics, MISA, and Social Studies 8)
- Transcribed answer documents (grades 4–high school ELA/L and mathematics)

Non Scorable Materials to Return

- Unused test books (including for absent students)
- Unused answer documents (grades 4–high school ELA/L and mathematics only)
- Used test books and answer documents that have been marked “Do Not Score”
- Human Reader scripts
- Large Print test books
- Braille test books