

PEARSON PACKING INSTRUCTIONS for the RETURN of NGSSS (Biology, Civics & U.S. History) and FCAT 2.0 SCIENCE MATERIALS

- ▶ To Be Scored (TBS): includes invalidated Test/Answer books marked “DNS” (only Answer Sheets for Science).
- ▶ Not To Be Scored (NTBS): includes UNUSED Test/Answer books (blank books, books with/without labels or bubbled books that were not used). Also, defective Test/Answer books marked “DNS” (ALL Science Test Books).

1. Separate materials by type (TBS vs NTBS) for each assessment:

To Be Scored materials (TBS)	Not To Be Scored materials (NTBS)
STACK all TBS NGSSS EOC	STACK all NTBS NGSSS EOC
STACK all TBS FCAT 2.0 Science	STACK all NTBS FCAT 2.0 Science

2. Organize each group type (TBS and/or NTBS) by grade level or subject, as applicable:

To Be Scored materials (TBS)	Not To Be Scored materials (NTBS)
SEPARATE & STACK all TBS NGSSS EOCs by subject	SEPARATE & STACK all NTBS NGSSS EOCs by subject
SEPARATE & STACK all TBS FCAT 2.0 Science by grade level	SEPARATE & STACK all FCAT 2.0 Science by grade level

3. Physically count each book, by type (TBS vs. NTBS) and grade level/subject and record the counts in the respective PBT Accounting Form available at the TDC Documents webpage (see Figure 1 below).

To Be Scored materials (TBS)	Not To Be Scored materials (NTBS)
PHYSICAL COUNT of all TBS NGSSS EOCs by subject	PHYSICAL COUNT of all NTBS NGSSS EOCs by subject
PHYSICAL COUNT of all TBS FCAT 2.0 Science by grade level	PHYSICAL COUNT of all NTBS FCAT 2.0 Science by grade level

4. Gather all vendor packing lists (original and additional orders) for each assessment being packed, if applicable, include TDC packing lists for additional materials.

5. Add all like items and record the respective quantities received for each material in the PBT Accounting Form available at the [TDC Documents](#) webpage.

WARNING! When returning FCAT 2.0 Science, please note the following:

- ONLY used and Invalidated Answer Sheets are considered TBS documents. Therefore, TBS FCAT 2.0 Science boxes will only contain used and invalidated Answer Sheets.
- ALL Test Books (used, unused, defective and/or damaged) are NTBS documents.

Figure 1

NOTE: When packing Special Document Kits, you must return all materials received, including the Regular Print book received in the kit.

6. Identify the correct Vendor Return Label (VDR) by referencing the TAMs, the Friendly Reminder Chart or the Vendor Return Labels Diagram (both the Chart and the Diagram are available on the TDC Documents webpage).

7. Confirm that you have the correct Vendor Return Label.

✓ Red is the correct color for FCAT 2.0 Science TBS materials

✓ My District name & number (MDCPS-13)

✓ My school's name, address and school location number

✓ This label is for TBS material

✓ PEARSON is the vendor for FCAT 2.0 & NGSSS

✓ The assessment title on the label matches the books' title

RECORD THIS NUMBER

8. Confirm that you have the correct UPS Return Label.

PEARSON UPS GROUND —NOT TO BE SCORED— LABEL

Use this label to send:

- ALL Not To Be Scored (NTBS) materials, including NTBS Special Document Kits.

RECORD THIS NUMBER

PEARSON NEXT DAY AIR —TO BE SCORED— LABEL

Use this label to send:

- ALL To Be Scored (TBS) Regular Print materials.
- TBS Special Documents Kits (Large Print, OIPP and Braille). Return all material received in "Kit" (include Regular Print book).

RECORD THIS NUMBER

9. Place materials in a Pearson box. If you have a hand-held barcode scanner, scan and record all Security and Tracking Numbers onto an excel spreadsheet as seen in Figure 2.

10. Securely seal the box and place the identified Vendor Return Label (VRL) and the **PEARSON** UPS Return Label on the flaps marked "Apply return shipping label here" (one VRL label on a flap and one UPS label on the opposite flap).

11. Ensure that you have recorded all information pertaining to this shipment on the [2019 Spring Material Return Form](#), located at the TDC Documents webpage.

12. Call UPS at **1-800-823-7459** to schedule a pick up or complete the online "Schedule a Pickup" form, located at: https://wwwapps.ups.com/pickup/schedule?loc=en_US

Please note that you will need to provide the UPS Label Tracking Number(s) as well as the total number of boxes that will be ready for pickup.

Please contact TDC for all questions pertaining to materials returns at 305.995.3744.

ASSESSMENT TITLE (e.g. FCAT 2.0 Science)

BOX #	Box 1	Box 2	Box 3
Vendor Return Label #	R59660410213040	R59660410213041	R59660410213042
UPS Return Label #	1Z943105687995	1Z943105688664	1Z943105683187
Security Numbers for books in box	S5198561000096 S5198561000097 S5198561000098 S5198561000099	S51985610000143 S51985610000144 S51985610000145 S51985610000146	S51985610000217 S51985610000218 S51985610000219 S51985610000220 S51985610000221

Figure 2