

# TCAP-Alt Materials Return Instructions

## Spring 2020 Guidance

The department will not be administering any required assessments for the 2019-20 school year. This includes TCAP, MSA, TCAP-Alt, WIDA, and EOC tests. Districts will not receive materials for assessments whose windows have not yet opened. The department has worked closely with our administration vendor, Pearson, to halt all shipments of materials for TCAP grades 3-8, end-of-course, and grade 2 exams.

Due to the cancellation of spring 2020 TCAP administrations, districts should return all test materials as soon as practicable. All materials will be returned using non-scoreable Pearson return labels. Pearson will securely store all materials until our assessment window opens to lessen burden on schools and districts and ensure test security.

### Return Instructions for Districts

***If you have not yet distributed boxes to schools, follow these steps to return materials:***

1. Open Box 1 of your shipment to retrieve the District Non-Scoreable Return Kit, which includes return labels.
2. Ensure all boxes of materials are sealed.
3. Apply one brown **non-scoreable Pearson return label** to each box.
4. Complete the district section of the non-scoreable Pearson labels.
5. Apply a UPS shipping label to each box. Use the UPS labels included in your Non-Scoreable Return Kit. These will have the correct return address, 7405 Irish Drive SW, Cedar Rapids, IA 52404-8964.
6. Call to schedule the shipment as instructed in the return kit.

***If you have already distributed materials to schools, instruct building testing coordinators (BTCs) to follow these steps:***

1. Repack materials into the boxes in which they arrived.
2. Affix a brown **non-scoreable Pearson return label** to each box.
3. Complete the school portion of the label.
4. Send the boxes to the district.

***At the district, you must follow these steps:***

1. Confirm that all boxes have been received from each school. The box count for each school is provided in the school area on the return labels.
2. Verify that each school's boxes contain all the materials that were shipped to that school.

3. Complete the district section of the **non-scoreable Pearson return labels**.
4. Affix the appropriate UPS shipping label to each box. Use the UPS labels included in your Non-Scoreable Return Kit. These will have the correct return address, 7405 Irish Drive SW, Cedar Rapids, IA 52404-8964.
5. Seal the boxes.
6. Call to schedule your shipment.

### **Freight Shipments**

If you received your materials via freight and have not unloaded the boxes from pallets, do not unload them. Instead, call Pearson Customer Support for assistance in scheduling your freight return shipment.

If you have unloaded the boxes from the pallet(s), open the first box to retrieve the District Non-Scoreable Return Kit. In the kit, you will find a Bill of Lading that includes information you can use to schedule the freight return shipment. You should follow the relevant steps under **Return Instructions for Districts** to prepare your shipment.

For assistance with your shipments, contact Pearson using the [Customer Support Form](#) or by calling Pearson Customer Support at 888-711-7724.

### **Additional Resources**

- [Assessment FAQ](#)
- [April DTC Webinar FAQ](#)