



ISASP Spring 2019

Deadline to Return Paper Testing Materials

Dear Assessment Coordinator,

The deadline to complete the administration of the Spring 2019 ISASP is May 31, 2019. All secure paper-based testing materials **must be returned to Pearson as soon as testing is completed**. A timely return is required in order to keep the scoring of your students' responses on schedule.

Please submit all secure testing materials for return shipment no-later than **6/3/2019**.

Secure Testing Materials include:

- **Scorable answer documents**
- *Nonscorable secure material includes ALL unused answer documents and ALL test booklets, including non-accommodated versions, Braille, Spanish and large-print test booklets.*

If you need more return materials, an Additional Order can be placed by Coordinators on the **Setup > Orders & Shipment Tracking** screen in PearsonAccess^{next}. Your return materials should arrive within 2-3 days of the Additional Order approval. Required return materials include:

- Scorable Materials Return School Headers
- **Scorable return labels (Blue, to clearly identify boxes containing "live" answer documents)**
- *Nonscorable return labels (Pink, to identify boxes containing other secure unscorable material)*
- **UPS return labels for scorable materials**
- *UPS return labels for nonscorable materials*

Please note: **scorable materials** need to be labeled accordingly with a **UPS scorable return label**. These labels have a delivery address of:

9200 Earhart Ln SW, Cedar Rapids, IA 52404

Please note: *nonscorable materials* need to be labeled accordingly with a *UPS nonscorable return label*. These labels have a delivery address of:

7405 Irish Rd SW, Cedar Rapids, IA 52404

Additional guidance for returning secure testing materials to Pearson can be found starting on page 14 of the [ISASP Test Administrator Manual](#).

For additional support please contact ISASP Support at (833) 878-7041 (Monday-Friday, 6:30am-7:30pm CT), or via the ISASP Support Web Platform: [Contact ISASP Support](#).