

- Use the original shipping boxes to return the scorable materials to the DTC. If these boxes have been damaged, please use an ECT 44 (275-lb) rated box or contact the DTC for additional boxes. Do not overfill the box, and be sure to use filler if the materials do not completely fill the box. Remove any previous markings or labels from the boxes before applying the shipping label.
- To pack boxes, carefully stack the scorable test booklets or answer documents and band each stack from top to bottom and from side to side with a paper band from the School Test Coordinator Kit. Tape the paper band to itself; do not tape it to the test booklets or answer documents. Do not use a staple to fasten the paper band. Place packing material around the stacks to prevent them from shifting during shipping.
- Seal the boxes securely with packaging tape unless otherwise instructed by the DTC.
- Use the yellow or magenta return-shipping labels from the School Test Coordinator Kit. This is essential to indicate to Pearson that each school has returned its scorable materials. See an example of a label on page 24.
- Use the magenta return label if a school has been designated for early return of scorable test materials.
- Do not destroy any secure materials. **All** secure test materials must be returned to your DTC (scorable and nonscorable).
- Place one yellow return-shipping label (or magenta label for early return schools) on the side of each box. Count the total number of boxes. On the return label line that reads "Sch: Box ___ of ___," fill in the sequence of boxes being returned (e.g., indicate Box 1 of 3, Box 2 of 3 and Box 3 of 3). Do not write anything else on the return-shipping labels.
- Place one overnight/express label (if provided) on each box of scorable materials.