

**Office of the State Superintendent of Education**  
**DC Comprehensive Assessment System – Alternate (DC CAS-Alt)**  
**2014 - 2015 Science Portfolio**  
**Return Shipping Instructions - 2015**

**Overview**

The following materials will be provided in the shipment so schools can submit the completed Science portfolios:

- School Test Coordinator kit
  - Return Shipping Instructions, 2015
  - Pre-ID Student Roster - School
  - Pre-ID Students Stickers ( 4 labels per student)
  - Pre-Printed UPS shipping labels (Ground)
  - Materials Return Labels, Red
- Large White Security Envelopes
- Return Boxes (box in which these materials arrived, or flat boxes, secured with strapping tape for schools with high student participation counts)

**Step One: Student Pre-Identification Labels**

Pre-identification labels will be provided for all registered students. The procedure for accessing and affixing the labels are as follows:

- Locate the pre-identification labels provided in the Return Material Shipment, or obtain the labels from your Building Assessment Coordinator or principal.
- Separate the labels by student and place the labels with the appropriate student Science portfolio.
- Apply 1 label to the spine of the 3-ring binder.
- Apply 1 label to the upper right-hand corner of the Table of Contents.
- Apply 1 label to the upper right-hand corner of the LCI worksheet.
- Apply 1 label to the security envelope.

**Step Two: Placing the Student Science Portfolio in a Security Envelope**

- Verify that the pre-identification label on the spine of the Science portfolio binder matches the evidence within the portfolio.
- Verify that the pre-identification label on the security envelope matches the pre-identification label on the portfolio binder.
- Insert the portfolio into the bag, open end first.
- Remove the tape strip and seal the bag.

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**Step Three: Packing Portfolios for Shipping—General**

Locate the remaining items from the materials shipment:

- Pre-paid UPS Labels
- Material Return Labels (red)

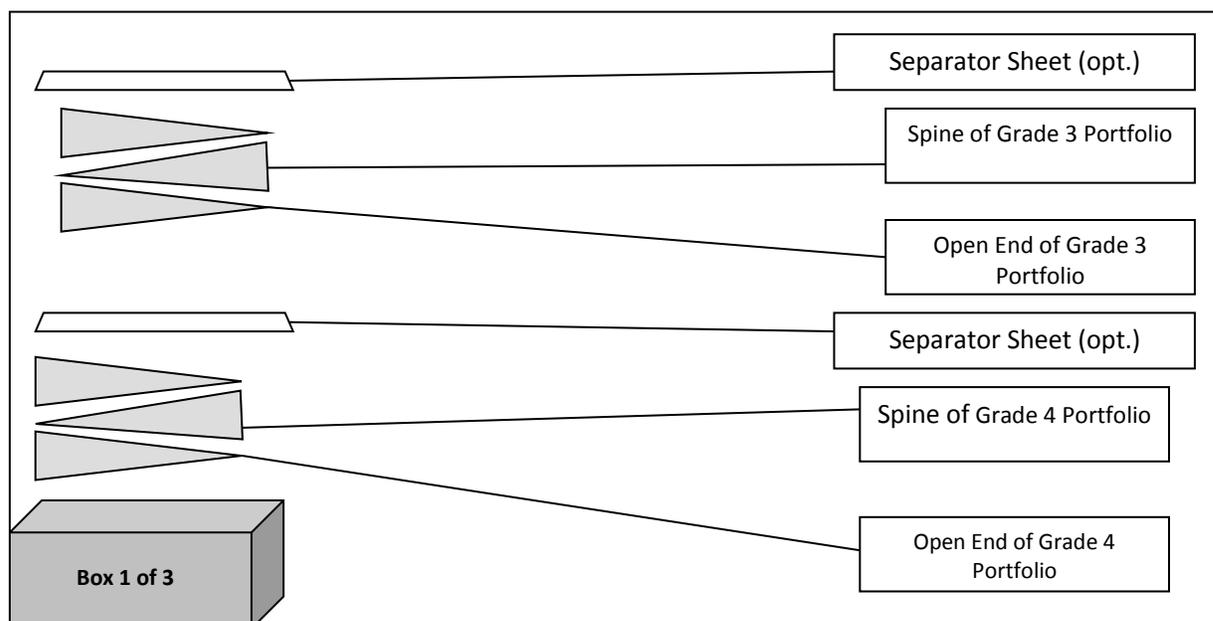
The flat boxes that were sent to the schools, or the box in which these instructions and return materials arrived, should be used for your return shipment. It is important that you use these designated boxes for the safe transportation of test materials.

If alternate boxes are used, they must be of an appropriate size, shape, and durability to ensure safe transit of secure test materials.

Enclosed with your student labels, you will find **RED** Material Return Labels and pre-printed shipping bills (UPS). These materials will be used for the return of your DC CAS-Alt Science portfolios.

**Step Four: Packing the Boxes**

- Prior to packing the portfolios, sort the portfolios by grade level.
- Place portfolios flat into the box, alternating the spines, keeping grade levels together, until the box is full. See Figure 3, below. (Optional: A color piece of paper can be used as a separator sheet between grade levels.)



**Figure 3: Packing the Boxes**

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**Step Five: Red Material Return Labels**

Red Material Return Labels are provided to assist with tracking material from each participating school. The labels identify how many portfolios are packed into each box and how many boxes of student portfolios are being shipped from each school.

Affix one Red Label to each box that is shipped. An example of a Red Label is printed below.

The image shows a sample of a red material return label. The label is rectangular and contains the following text in a structured layout:

- SCHOOL NAME**
- SCHOOL CONTACT NAME / DC CAS-ALT COORDINATOR**
- SCHOOL ADDRESS 1**
- SCHOOL ADDRESS 2**
- CITY            STATE            ZIPCODE**
- BOX \_\_\_\_\_ OF \_\_\_\_\_**
- NUMBER OF PORTFOLIOS: \_\_\_\_\_**
- WASHINGTON DC CAS-ALT SCIENCE**
- PEARSON - PSC**
- 2901 SABRE STREET**
- VIRIGINA BEACH, VA 23452**

In the space provided, indicate the number of portfolios packed into the box. Use additional packing materials, as needed to protect the portfolios and prevent excess shifting, during the shipping process.

Seal the boxes securely with packing tape. Place the boxes in a secure location until pick-up.

In the space provided, number the boxes, in sequence, to indicate the number of boxes being returned from your school. (IE., If the school has 5 boxes total to return, the first box should be labeled as 'Box   1   OF   5  ')

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**Step Six: Pre-paid UPS Labels**

Your return material shipment contains pre-printed return UPS shipping labels (one per box). Make no alterations to these shipping labels. UPS will not accept packages with altered labels. If additional labels are needed, contact Pearson at **(800) 228-0752 ext. 216594**. Do not photocopy the shipping labels.

Your materials must be ready and picked up by Friday, March 13, 2015. You will need to call UPS at (800) 823-7459, 24-48 hours prior to, and arrange for a pick-up that works best for the school within these dates. Pick-ups can NOT be made for the same day the call is made.

One Pre-paid UPS label per box will be provided in order to return the portfolios for scoring. The shipping procedure is as follows:

- Place the Pre-paid UPS Label on the box next to the Red Material Return Label.
- Contact UPS to arrange your pick-up.
- UPS Phone: 1-800-823-7459. Account numbers will be on the return labels received.

Pickups should be scheduled 24-48 hours in advance. There can be time constraints for specific pickups based on your physical location; the UPS Representative will let you know if the pick up can't be made as requested.

Once the pickup is confirmed, you will receive a confirmation number from UPS that they can reference if needed in the future if questions or changes arise. It is important that you save the confirmation number.

- ◆ ***Contact Bruce Murphy, Senior Project Manager – DC CAS-Alt Science Portfolio, with Pearson at (800) 228-0752, Ext. 216594, if you have any questions concerning the return shipping instructions.***