

## Receiving and Returning Utah Aspire Plus Test Materials – Spring 2023

### Materials You Receive from Pearson

Paper test materials must be ordered during the Accommodation Material Order window from February 13, 2023, to May 12, 2023. Return shipping materials may be ordered until May 19.

### Additional Orders

To place an additional order, in PearsonAccess<sup>next</sup>, navigate to **Setup > Orders & Shipment Tracking**. From the **Tasks** pane, select **Create / Edit Orders**, and select **Start**. Complete the required fields and click on the **Add Items** button to select the necessary items. Once you have made your selections click on the **Save** button. Once all your information is entered and items selected, click on the **Create** button to finalize the order.

### Shipment Contents

This shipment contains Spring 2023 Utah Aspire Plus Accommodated Test Materials Kits and return materials ordered for your school. Each kit, standard print, braille, large print, and human reader companion, includes secure test materials that must be returned to Pearson. If you received a question sampler kit you do not need to return those materials to Pearson.

### Materials Receipt

Upon arrival, please ensure that secure test materials are appropriately handled and stored at your school. Verify that the security barcode numbers on your secure test materials match the barcode numbers on your packing list. If discrepancies are found, immediately contact the Pearson Help Desk.

### Returning Materials After Testing

All secure paper test forms should be replaced in one of the original shipping cartons in which the materials were received by the school. Once all materials are packaged, close all cartons with secure sealing tape. Apply the Pearson pumpkin-colored inbound label that was included in your materials kit. Use a black marker to number each box (i.e., “1 of 4”, “2 of 4,” etc.)

Pearson has provided prepaid UPS shipping label(s) for use in returning the testing materials. Place a UPS shipping label over the original shipping label on each carton, covering the original label completely. Call UPS at 1-800-823-7459 prior to the final day for pickup, May 26, 2023.

Full instructions for returning secure materials can be found in the “Collecting, Packing, and Returning Test Materials” section in the Test Administrator Manual.

### For Assistance

If you have any questions regarding the materials in this shipment, please contact Pearson Help Desk at (877) 227-5009 or Chat: <https://ut.pearsonaccessnext.com> or Help Desk Support Form: <http://download.pearsonaccessnext.com/ref/WebToCase.html?p=UTAH>