

How to Order and Return Paper-Based FCLE Materials

While the majority of your students will take the Florida Civic Literacy Exam (FCLE) as a computer-based test in Cambium’s Test Delivery System (TDS), there may be some students who need to take a paper-based assessment. Paper-based assessments for FCLE should be limited to students with a disability who have a documented need for accommodated testing materials. Paper-based assessments are available in the following versions:

- FCLE Test Book – Regular Print
- FCLE Answer Book – Regular Print
- FCLE Large Print Kit
- FCLE One-Item-Per-Page Kit
- FCLE UEB Contracted Braille Kit
- FCLE UEB Uncontracted Braille Kit

If a need for one of these paper-based materials has been determined, use the processes below to order and return these materials. **When you receive your order, please retain the entirety of the contents, including the box your order was shipped in, as you will need the return materials and box to return your order.**

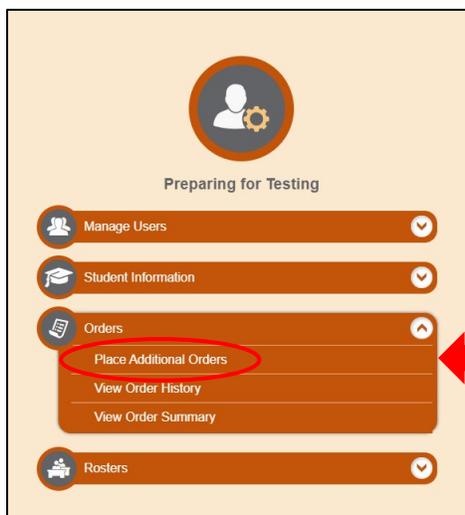
Working with Orders

This section describes how to place an order for paper-based FCLE materials in TIDE, view the order history, and review order quantities.

Placing an Order

Log in to TIDE with the Institution Test Administrator (ITA) role for your institution. The first section on the homepage, **Preparing for Testing**, includes a drop-down menu called **Orders**.

1. Click the expand icon [] to view a list of related tasks. Select **Place Additional Orders**.



Prior to placing your first order in TIDE, the ITA must verify that the contact information and shipping address is correct. If the information needs to be updated, please contact FDOE. Institutions will not be able to place an order without first verifying the contact and shipping information in TIDE.

2. The first time you access the **Place Additional Orders** screen, the **Verify Contact Information** panel will appear. You may need to expand this panel to see the details. Review your contact information and shipping information on this screen, then click **Verify**.

Verify Contact Information

Verify your contact information below.

Test Coordinator Information

Name: Demo School 9009

*First Name: WILLIAMS

Middle Name:

*Last Name: WILLIAMS

*Email Address: TERI.WILLIAMS@FLDOE.O

Alternate Email Address: JENNY.BLACK@FLDOE.O

*Phone Number: 850-245-0804

Phone Extension:

Fax Number:

Shipping Information (Materials)

Contact Person:

*Address Line1: 325 WEST GAINES ST ST

Address Line2: FLORIDA DEPARTMENT C

*City: TALLAHASSEE

*State: FL

*Zip Code: 32399

Zip+4: 6533

Phone Number:

Verify

3. Next, the **Search for Orders** panel will display. The drop-down menu should already be populated with your institution. Click **Search** to continue.

Search for Orders

School Demo School 9009 - 96-9

Search



Note: If you already verified your contact information during a prior login, you will be taken directly to the **Search for Orders** panel.

- A list of materials available to order will appear. In the Additional Quantity column, enter the quantity of each material you need to order.

The screenshot shows a table with the following columns: Material Description, Quantity You Will Receive, Quantity Approved, Quantity Pending Approval, and Additional Quantity. The table lists several items for the Florida Civic Literacy Exam, including Spring 2022 FCLE Test Book - Regular Print, Spring 2022 FCLE Answer Book - Regular Print, Spring 2022 FCLE Large Print Kit, Spring 2022 FCLE UEB Contracted Braille Kit, Spring 2022 FCLE UEB Uncontracted Braille Kit, and Spring 2022 FCLE One-Item-Per-Page Kit. Each row has a text box in the 'Additional Quantity' column, all containing the number '0'. There are 'Save Orders' and 'Cancel' buttons at the top and bottom of the table. A red box highlights the 'Save Orders' button at the bottom. A separate sidebar on the right, titled 'Additional Quantity', shows a vertical list of text boxes, each containing '0', with a red box around the entire sidebar.



Note: If you are ordering regular print test materials for students, ensure you order both the FCLE Test Book and the FCLE Answer Book as students will need both items to complete testing.

- Click **Save Orders**. A text box will appear allowing you to enter additional comments. Please note that comments for orders are optional and for internal use only.
- Click **Submit** to submit your order. The **Order Summary** window appears to show you an overview of your order. Click **Close** to return to the **Place Additional Orders** page.



Note: You can modify quantities on your orders up until 10:00 a.m. ET every day. Once an order is pulled from TIDE, a new order will need to be placed for any additional materials. This new order will be pulled from TIDE the next day and will have a different order number.

If you try to place your order during the time orders are being sent to the vendor, you will see the following message: "Today's orders have recently been updated, and your current order has not been saved. Please try to place your order again in 15 minutes."

The table below describes the columns on the **Place Additional Orders** page.

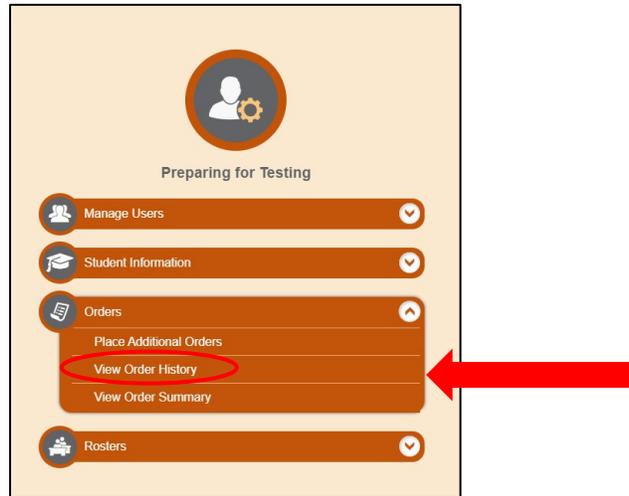
Status	Description
Material Description	Description of the materials available to order.
Quantity You Will Receive	Total order quantity to be shipped from the vendor.
Quantity Approved	Quantity of the most recent order approved. This number resets to zero once the order has been sent to the vendor (around 10:00 a.m. ET every morning).
Quantity Pending Approval	Additional quantity you ordered that is pending approval. This number resets to zero once the order has been approved or denied.

Status	Description
Additional Quantity	Total quantity you wish to order. (After you enter an order quantity and select Save Orders , this number will appear in either the Quantity Approved or Quantity Pending Approval column. The number in this column resets to zero once the order has been sent to the vendor.)

Viewing Order History

You can review your order history, track order status, and view reports related to box contents and security information from this page. To view order history:

1. From the Orders task menu on the TIDE homepage, select **View Order History**.



The **View Order History** page will appear.

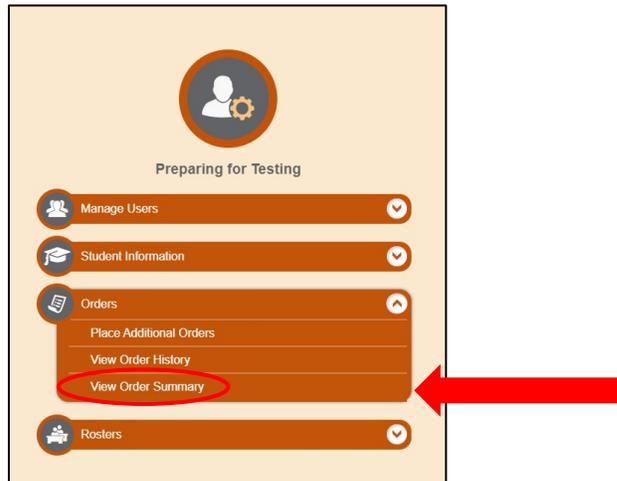
Order Number	Order Type	Submitted By	Order Status	Submitted Date	Tracking	Reports
School: Demo School 9009 96-9009						
306178	Additional	Graverholt, Jessica	Open	03/14/2022 09:52 AM (EST)		

2. To view the order details, click the order number in the left column. The **Order Details** report page appears.
3. To view the order's tracking report, click the tracking icon [].
4. To view the order's packing lists and security checklists, click the reports icon [].

Viewing Order Summary

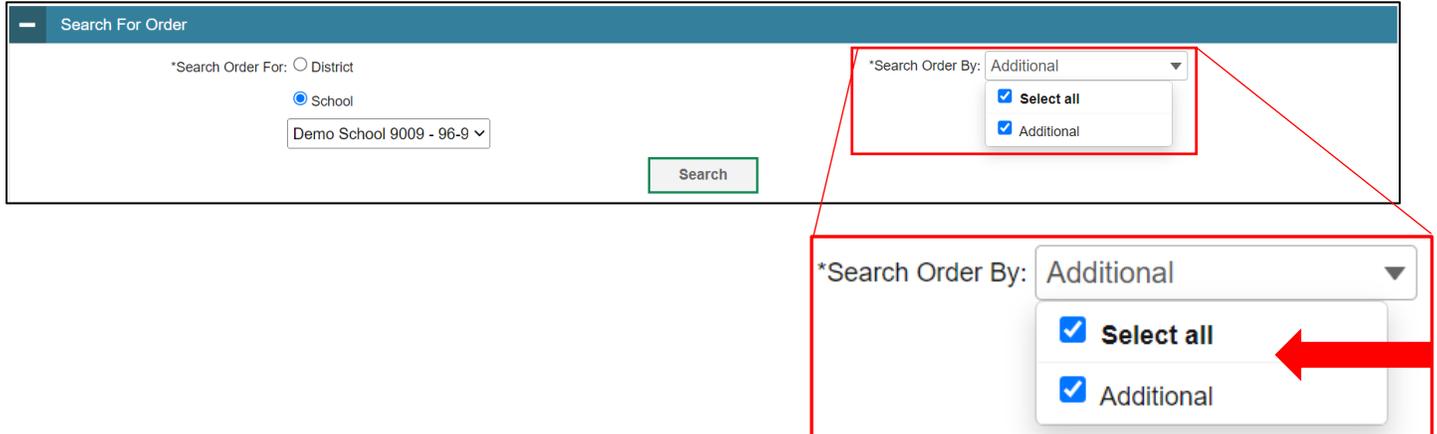
You can review reports summarizing test materials orders for your institution. To review order quantities by test material:

1. From the Orders task menu on the TIDE homepage, select View Order Summary.



The **Search for Order** page will appear. Your institution should automatically populate in the drop-down menu.

2. Select the checkbox next to **Additional and/or Select all** in the **Search Order By** drop-down list to populate your orders.



3. Click **Search**. The order summary will appear.

Number of orders found: 2

Material Type	District Quantity		School Quantity		Total Quantity	
	District Expected Shipment	District Awaiting Approval	School Expected Shipment	School Awaiting Approval	Total Expected Shipment	Total Awaiting Approval
Spring 2022 FCLE Test Book - Regular Print	0	0	0	11	0	11
Spring 2022 FCLE Answer Book - Regular Print	0	0	0	11	0	11

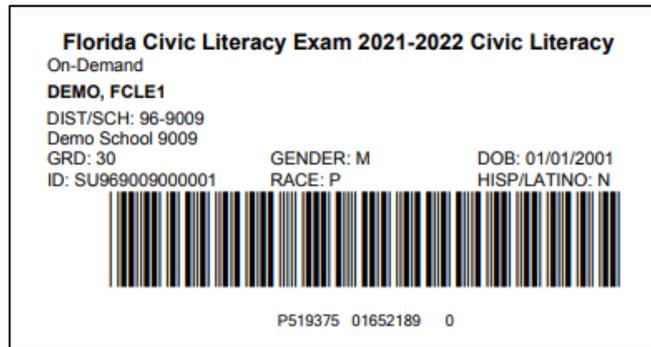
The table below described the columns on the **View Order Summary** page.

Column	Description
Material Type	Description of the materials available for a particular administration.
District Expected Shipment	N/A
District Awaiting Approval	N/A
School Expected Shipment	Approved institution-level order quantities.
School Awaiting Approval	Institution-level order quantities pending approval.
Total Expected Shipment	Sum of approved order quantity for institution.
Total Awaiting Approval	Sum of pending order quantity for institution.

Printing On-Demand PreID Labels

Institutions will locally print On-Demand PreID Labels for any student with a paper-based administration. Blank labels for printing On-Demand PreID Labels will automatically ship with orders containing test books or answer books. A blank sheet of labels will be included in each special document kit. Institutions can order additional sheets of labels in TIDE.

Sample On-Demand PreID Label



TIDE generates On-Demand PreID Labels as a PDF file that you download through your browser.

To Print On-Demand PreID Labels:

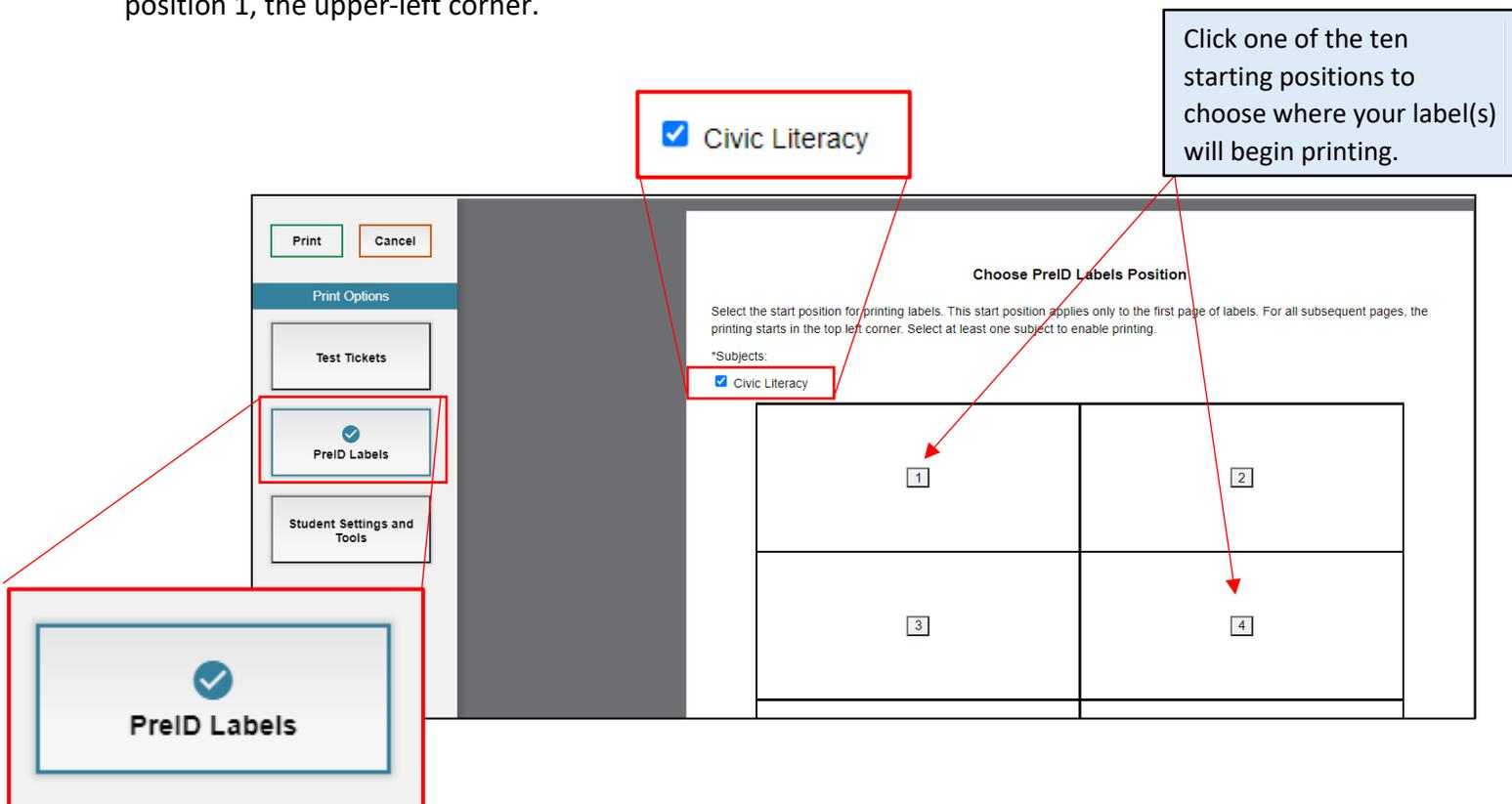
1. From the Student Information task menu on the TIDE homepage, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.



2. Enter desired search criteria and click **Search**. Students are sorted by Last Name. Click a column heading to change the sort order, if desired.
3. Do one of the following:
 - a. Mark the checkboxes for the students you want to print.
 - b. Mark the checkbox at the top of the table to print PreID labels for all displayed students.
4. Click the print icon [] and then select **My Selected PreID Labels**.
5. The **Choose Label Position** page appears for selecting the start position for printing on the first page (see [Figure 54](#)).
6. Verify that **PreID Labels** is selected under *Print Options* on the left of your screen.

7. Check the box next to Civic Literacy and click the start position.

The start position applies only to the first page of labels. For all subsequent pages, the printing starts in position 1, the upper-left corner.



8. Click **Print** to generate a PDF of your labels.
9. You will print your labels directly from this PDF on the blank labels provided by the vendor.
 - a. Confirm that label sheets are loaded correctly.
 - b. Print using the highest quality settings available on your printer to ensure proper scanning.
 - c. Make sure that the “Print to Fit” option is unchecked to prevent barcodes from being cut off.



Note: Ensuring high quality printing after PDF generation will vary based on the specifications of your printer. To enhance label quality, check that the printer is minimizing image compression and that the highest quality settings are applied. Contact your technology coordinator for assistance with adjusting printer settings.

Once On-Demand PreID labels are printed, check each label to ensure that all information is printed correctly and is not smudged.

Returning Materials

Preparing Materials for Return

There are three important steps to follow when preparing FCLE materials for return to Pearson.

1 Collect all secure materials

2 Scoreable document quick check

- Review the demographic page
 - ✓ Verify PreID label
 - ✓ Check all barcodes
 - ✓ Check DNS/UNDO bubbles

The first step is to collect all secure materials. Reference security checklists or other tracking documents found in the **View Order History** page in TIDE to verify you have collected all secure materials from test administrators.

Then, conduct a quick check of individual scorable test documents to make sure each one is ready to be scored following the steps below.

SCHOOL USE ONLY

DNS

UNDO

Grid the DNS (Do Not Score) bubble if a test has been invalidated or is defective.

PreID Labels MUST be applied to all TO BE SCORED documents.

APPLY PREID LABEL HERE

Florida Civic Literacy Examination

Students must fill in the information below (PLEASE PRINT):

STUDENT NAME _____

DATE OF BIRTH (e.g., 09/01/05) _____

SCHOOL NAME _____

DISTRICT NAME _____

TODAY'S DATE _____

Spring 2022 Florida Civic Literacy Examination (FCLE) Answer Book

THIS BOOK MUST BE RETURNED TO PEARSON NOT TO BE SCORED

Florida Civic Literacy Examination (FCLE) TEST BOOK

Check that the security barcode on the back of the FCLE test book and on the PreID label on the front of the answer book are free of stray marks.

Florida Civic Literacy Exam 2021-2022 Civic Literacy On-Demand DEMO, FCLE1

DIST/SCH: 96-9009
Demo School 9009
GRD: 30
ID: SU969009000001

GENDER: M
RACE: P

DOB: 01/01/2001
HISP/LATINO: N

P519375 01347199 0

3 Sort materials

Once you have verified that the test documents are labeled correctly and prepared for processing, you are ready to separate materials into stacks.

As applicable, separate materials into the following stacks:

- TO BE SCORED: all used answer books
- TO BE SCORED: large print and one-item per-page test materials
- TO BE SCORED: braille test materials
- NOT TO BE SCORED: all regular print test books (used and unused), defective documents, invalidated answer books, and all unused answer books. If a PreID label is applied to an unused answer book, bubble DNS.

Packaging Materials for Return

After you have verified that all scorable documents have PreID labels and have been sorted into the correct stacks, you're ready to pack materials in boxes for return. There are special procedures to follow when returning special documents like large print, one-item-per-page, or braille materials. More information on that process can be found in the Returning Special Documents section on the following page.

We highly recommend re-using the boxes that your materials arrived in. These boxes are specially designed to endure the shipping process and protect the materials from damage en route.

Packaging Procedures

Follow the steps below to ensure your boxes are packed correctly:

1. **Organize the test or answer books so that all materials should be facing the same direction.** You can also divide the stack of materials into two halves with each half facing a different direction, but you should not alternate individual books in different directions.
2. **Use filler such as crumpled paper or bubble wrap so the materials will not shift during transport.** It is important that each box is filled to the top to prevent shipping damage.
3. **Close the box** by folding the larger flaps on top to cover the previous shipping labels.
4. **Seal the top of the box with at least three strips of packaging tape.** Make sure the tape wraps around the sides at least 2 inches so that the box remains securely closed.
5. **Flip the box over and securely tape the bottom of the box the same way.**
6. Once you have secured the box with tape, **apply the appropriate colored return label to the box.** Your colored return label should be applied to the outside, top of the box on one flap. Do not apply it across the box seam. The colored return label is important because it helps the staff at the receiving facility sort and prioritize the processing of the box. Mislabeling boxes could mean that a student's score is not reported. See the Labeling Boxes for Return section for more information on colored labels.

- Place the correct UPS-RS label for the document type on the other flap of each box, making sure that it is not applied across the seam of the box. Tear off the bottom of the UPS label to keep a record of the tracking number located at the bottom of the label. To keep track of the materials in the box, you can apply the detachable receipt to the list of security numbers associated with that box.
- Group your boxes by colored return label and number the boxes. For example, if you have two green-colored FCLE TO BE SCORED materials boxes to return, you would number the boxes 1 of 2, and 2 of 2. If you are also returning one blue-labeled Large Print FCLE TO BE SCORED document, that box would be numbered 1 of 1.

Returning Special Documents

When preparing TO BE SCORED special documents (e.g., large print, one-item-per-page, and braille materials) for return, you will follow the steps below:

- Verify that each Special Document Return Envelope contains documents for one student only. If needed, you may use more than one envelope for the student, but do not return two students' documents in the same envelope.
- Confirm that the envelope contains the special document along with a regular print test document.
- Verify that the regular print test document has the correct PreID label applied. PreID labels should not be applied to the special documents.
- Evaluate whether the student responses need to be transcribed based on the requirements below:

Large Print and One-Item-Per-Page	Braille
<p>Student responses for large print and one-item-per-page tests should be transcribed into the regular print test document before they are packaged in the envelope.</p> <p>If student responses are not transcribed, they may not be reported in a timely manner.</p>	<p>Student responses for braille should be recorded on the braille answer sheets or, if recorded for the student, in the regular print test document.</p> <p>A regular print test document with the correct PreID label applied should be included in the envelope even if the responses were not recorded for the student.</p>

- Once the special document materials are placed in the envelope, verify that the student information is completed on the front of the Special Document Return envelope.
- Place the Special Document Return Envelope containing TO BE SCORED materials in a special document box from Pearson.
- Follow steps 2–8 in the Packaging Procedures section on the previous page.

NOTE: Do not return TO BE SCORED special documents in the same boxes as TO BE SCORED regular print boxes. All unused special documents or special documents that should not be scored must be returned in a box with a NOT TO BE SCORED return label. Mispackaged materials will delay reporting of student results.



Florida
Statewide Assessments

This envelope must be shipped for return in a box. Please follow the return directions outlined below. Do not fold test materials.

SPECIAL DOCUMENT RETURN ENVELOPE FOR TO BE SCORED DOCUMENTS (LARGE PRINT, BRAILLE, AND ONE-ITEM-PER-PAGE)

District Number: _____ School Number: _____

Student Name: _____

FLEID: _____

Student Envelope _____ of _____

Subject: _____

Return to: DRC (PSA ELA and Mathematics) Pearson (NGSS Science and Social Studies)

Envelope Prepared by: _____

Return Instructions:

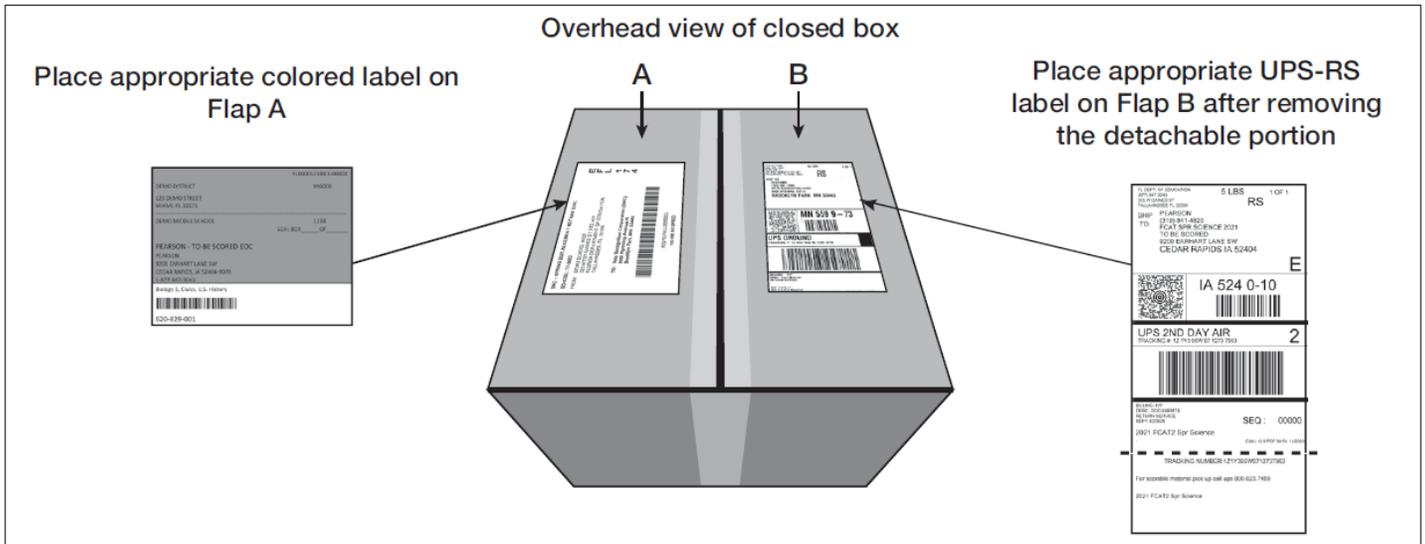
- Ensure that student responses have been entered into the correct document type. Large print and one-item-per-page student responses must be transcribed into a regular print (Form 1) test and answer book by school or district personnel. Braille student responses should be recorded on the provided blank braille paper or, if recorded for the student, in a regular print (Form 1) test and answer book. If student responses are not recorded properly, results may be in late reporting.
- Confirm that the student name and any other required information is written on the front cover of the special document test book. A PreID label must be applied to the regular print (Form 1) test and answer book. Do not place a PreID label on large print, braille, or one-item-per-page test books.
- Make sure this envelope(s) contains the special document test book (large print, braille, one-item-per-page) and the regular print (Form 1) test and answer book (with PreID label applied and large print and one-item-per-page responses transcribed).
- This scorable special documents envelope must be returned in a TO BE SCORED box with the appropriate DRC or Pearson colored return label. Affix a blue TO BE SCORED label for large print/one-item-per-page materials and a pink TO BE SCORED label for braille materials. Braille (pink label) and large print/one-item-per-page materials (blue label) must be returned in separate boxes.
- Store used large print planning sheets securely in District Assessment Coordinator ONLY boxes. Do not return to DRC.
- Unused/NOT TO BE SCORED special document materials do not go into an envelope and should be returned in a DRC white-labeled or Pearson yellow-labeled NOT TO BE SCORED box.

Labeling Boxes for Return

Every return label has a unique barcode, so do not copy or create your own labels. Request additional labels, if needed. **Do not apply more than one colored return label per box as you should only be sending back materials in the box that are grouped under the same label.**

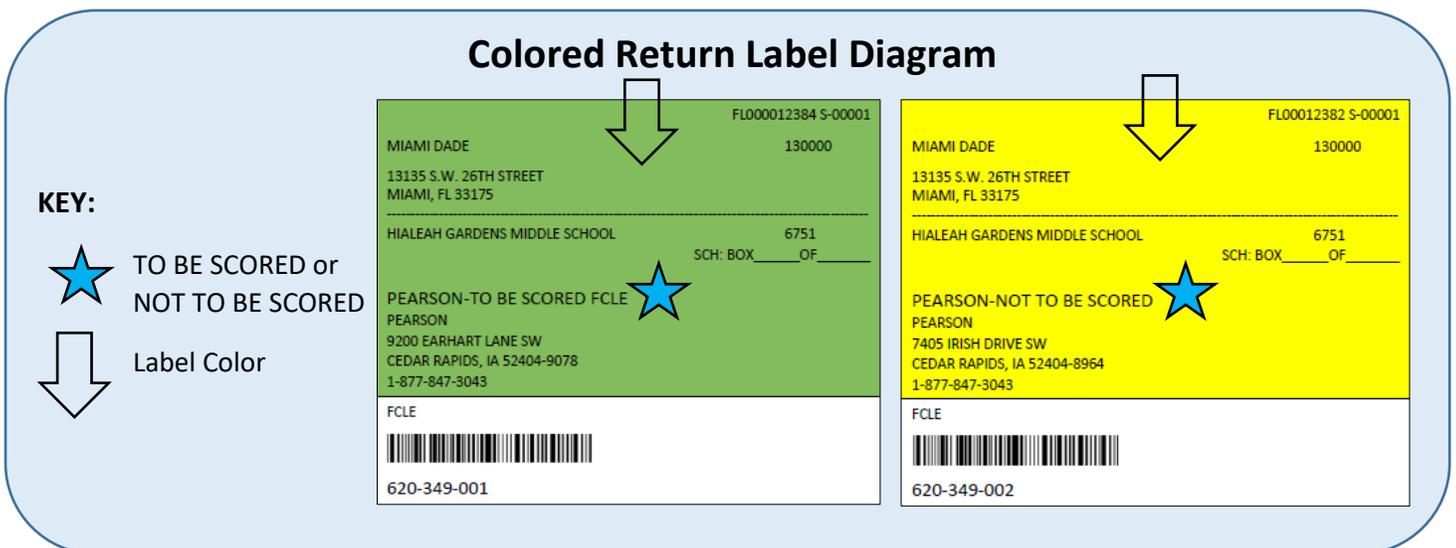
Remove and keep record of the detachable tracking number located at the bottom of the UPS-RS label.

The chart below shows how the labels should be applied to your boxes. Labels may be placed over any existing shipping labels. Do not place labels over seams.



A colored return label must be applied to the outside of every box being returned to Pearson. The colored labels indicate the contents of the boxes when they arrive at the processing facilities. TO BE SCORED documents will be processed first, while NOT TO BE SCORED materials will be set aside to process last.

Pay close attention to the details on the colored labels as you are preparing your materials for return. The diagram below highlights the key aspects of a colored return label. Be mindful to all key aspects of the label to ensure you are applying the correct colored return label to your box. **Sending materials back with the wrong label will delay reporting of student results.**



FCLE to Pearson: Colored Return and UPS-RS Labels Chart

TO BE SCORED
All Used Regular Print
Answer Books.

FL00012384 S-00001
MIAMI DADE 130000 13135 S.W. 26TH STREET MIAMI, FL 33175
HIALEAH GARDENS MIDDLE SCHOOL 6751 SCH: BOX ____ OF ____
PEARSON-TO BE SCORED FCLE PEARSON 9200 EARHART LANE SW CEDAR RAPIDS, IA 52404-9078 1-877-847-3043
FCLE  620-349-001

Return using UPS Next Day Air label

5 LBS 1 OF 1
FL STATEWIDE (877) 847-3043 FL DOE 325 W GAINES ST TALLAHASSEE FL 32399 SHIP TO: PEARSON (319) 450-0263 TO: TO BE SCORED 9200 EARHART LANE SW CEDAR RAPIDS IA 52404
RS
E
 IA 524 0-10 
UPS NEXT DAY AIR TRACKING #: 1Z 1Y3 95W 84 1427 6186
1

BILLING: PIP DESC: DOCUMENTS RETURN SERVICE REF1: 620837
SEQ: 00000
Spring 2022 FCLE Scorable 918.A.000 PDF 48.5V 10/2021
TRACKING NUMBER: 1Z1Y395W8414276186 For pick up have your UPS label and call 800.823.7459 Retain bottom tab for your tracking purposes.

TO BE SCORED
Large Print and
One-Item-Per-Page

FL00012388 S-00001
MIAMI DADE 130000 13135 S.W. 26TH STREET MIAMI, FL 33175
SCHOOL: _____ SCH #: _____ SCH: BOX ____ OF ____
PEARSON-LP/OIPP TO BE SCORED PEARSON 9200 EARHART LANE SW CEDAR RAPIDS, IA 52404-9078 1-877-847-3043
FCLE  620-349-006

TO BE SCORED
Braille

FL00012386 S-00001
MIAMI DADE 130000 13135 S.W. 26TH STREET MIAMI, FL 33175
SCHOOL: _____ SCH #: _____ SCH: BOX ____ OF ____
PEARSON-BRAILLE TO BE SCORED PEARSON 9200 EARHART LANE SW CEDAR RAPIDS, IA 52404-9078 1-877-847-3043
FCLE  620-349-005

NOT TO BE SCORED
All regular print test books (used and
unused), defective documents, and all
invalidated and unused answer books.
If a PreID label is applied to an unused
answer book, bubble DNS.

FL00012382 S-00001
MIAMI DADE 130000 13135 S.W. 26TH STREET MIAMI, FL 33175
HIALEAH GARDENS MIDDLE SCHOOL 6751 SCH: BOX ____ OF ____
PEARSON-NOT TO BE SCORED PEARSON 7405 IRISH DRIVE SW CEDAR RAPIDS, IA 52404-8964 1-877-847-3043
FCLE  620-349-002

Return using UPS Ground label

6 LBS 1 OF 1
FL STATEWIDE (877) 847-3043 FL DOE 325 W GAINES ST TALLAHASSEE FL 32399 SHIP TO: PEARSON (319) 450-0263 TO: NOT TO BE SCORED 7405 IRISH DR SW CEDAR RAPIDS IA 52404
RS
IR
 IA 524 0-10 
UPS GROUND TRACKING #: 1Z 1Y3 95W 84 1427 6186

BILLING: PIP DESC: DOCUMENTS RETURN SERVICE REF1: 620837
SEQ: 00000
Spring 2022 FCLE Non-scorable 918.A.000 PDF 48.5V 10/2021
TRACKING NUMBER: 1Z1Y395W8414276186 For pick up have your UPS label and call 800.823.7459 Retain bottom tab for your tracking purposes.

Returning Materials to Pearson

Once you have prepared, packaged, and labeled your boxes for return, contact UPS to arrange a pickup.

You may return your materials the following ways:

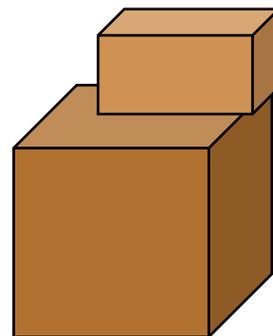
1. **Drop Off:** Take your materials to a UPS Customer Center or Store.
2. **Daily Pickup:** Return with your daily on-route pickup. If you have more than 10 boxes, contact UPS to ensure the driver is properly equipped.
3. **Schedule Online:** Schedule a pickup at UPS.com.

1. [CLICK HERE TO SCHEDULE A UPS PICK-UP ONLINE](#)
 - Or go to www.ups.com/us, then click on Shipping > Schedule a Pickup
2. Under the “Shipping Label Questions” section, enter at least one tracking number from a pre-printed UPS shipping label.
 - The tracking number is located directly above the barcode in the middle of the shipping label.
3. Enter your school’s details in the required fields of the “Pickup Information and Location” section (the UPS Account Number is not required).
4. Under the “Service and Package Information” section, indicate the number of boxes and service level(s) (e.g., UPS Next Day Air, UPS Ground). Do not ship envelopes.
5. Schedule your pickup date and time at least 24 hours in advance.

4. **Schedule by Phone:** Schedule a pickup by calling UPS at the specific vendor number below.
 - Schedule your pick-up date and time at least 24 hours in advance.
 - There is not a charge for these services.

UPS for FCLE to Pearson

Call: 1-800-823-7459
Advise UPS that you have a pickup for Pearson using UPS-RS labels.



For questions about ordering or returning materials, please contact:

Jessica Graverholt
FDOE Program Specialist
850-245-0862
jessica.graverholt@fldoe.org

Teri Williams
FDOE Program Specialist
850-245-0804
teri.williams@fldoe.org

Florida Help Desk
866-815-7246
FloridaHelpDesk@CambiumAssessment.com