

## Submitting Orders

Audience: LEA and School Test Coordinators

When to Do: Between March 4 - May 30

See also: [Test Coordinator Manual](#), Page 33, Sec 3.10.4

This document covers:

- About materials ordering
- Key dates
- Creating a new order
- View existing orders and track shipment
- Canceling a pending order

## About Materials Ordering

Test Coordinator and Test Administrator Manuals orders will be automatically placed and sent based on enrollment counts. All accommodated materials orders will need to be placed by school personnel. Ordering accommodated materials is a two-step process:

1. Orders are created, edited, or canceled by a user having either the LEA Test Coordinator or School Test Coordinator role.
2. Orders are approved by OSSE. Accommodated materials orders may be placed by submitting an order through the Orders tab in ADAM.

The Orders tab can also be used to track orders placed by your organization. Be sure to review orders carefully. Once an order is approved, plan for up to five business days for orders to arrive. ADAM is open for Materials Ordering during the window of 3/04/25 – 5/30/25.

**Note:** *If you have students requiring paper-based accommodated test materials or Human Reader scripts, their accommodations registration file must be completed before placing the accommodated materials order.*

## Key Dates

- Order window opens **3/4/25**
  - Manuals and early material orders begin to arrive in schools **3/17/25**
  - Paper testing order window closes **5/9/25**
  - Human reader script window closes **5/16/25**
  - Window closes **5/30/25**; return all materials within 5 business days of the end of the school testing window.
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# Orders Quick Reference Guide

## Order Creation: Order Details

1. Click on **Orders** in the left navigation menu
2. Click on **Manage Orders**

**Note:** *This is where you can view approval status, edit, and delete existing orders.*

- a. Click on **Create Order** in the top right
- b. Fill in the required fields
  1. Order Name
  2. Admin Code
  3. District
  4. Order for
  5. Ship to
  6. Date Needed

**Note:** *When entering Date Needed, consider that orders need to be approved by OSSE, fulfilled, and sent via ground shipping. Shipping may take up to 5 business days once approved.*

7. Reason for Order
- c. **Verify** contact information and address
- d. Click **Go to Order Items**

The screenshot shows a 'Create Order' modal window with three tabs: 'Order Details' (highlighted with a red box), 'Order Items', and 'Confirm Order'. The 'Order Details' tab contains the following fields and information:

- Order Name\***: Text input with 'Test' entered.
- Admin Code\***: Dropdown menu with 'DC Cape Spring 25' selected.
- District\***: Dropdown menu with 'Billings School District' selected.
- Order for\***: Dropdown menu with 'Crystal River Secondary School' selected.
- Ship To\***: Dropdown menu with 'School' selected.
- Date Needed\***: Date picker with '2/28/2025' selected.
- Reason For Order\***: Text input with 'Test order' entered.
- Ship To Contact**: Text input with 'SP', '879-378-3375', and 'sp@pearson.com' entered. An 'Edit' button is next to it.
- Ship To Address**: Text input with '7884 Noel St', 'Stockgarden', and 'GA 44789 US' entered. 'Verify Address' and 'Edit' buttons are next to it.
- Ordered By**: Text input with 'Sharrell Porter' and 'sharrell.porter@pearson.com' entered.

At the bottom right, there are 'Cancel' and 'Go to Order Items' buttons. The 'Go to Order Items' button is highlighted with a red box.

# Orders Quick Reference Guide

## Order Creation: Order Items

1. Keep the [DC CAPE Spring 2025 Orderable Items Reference Sheet](#) and [Test Kit Materials List](#) handy
  - a. You can search for items by number or by description
2. Fill in and verify the quantity you need
3. Click on **Go to Confirm Order**

The screenshot shows the 'Create Order' application window with the 'Order Items' step selected. The 'Draft Order' section includes a search bar, a 'Distributions' dropdown menu set to 'DC CAPE SPRING 2025 AO', and an 'Orders Type' dropdown set to 'Additional'. Below this is a table with columns for 'Item Number', 'Item Description', and 'Quantity'. The first row is highlighted, and its 'Quantity' input field is highlighted with a red box. At the bottom of the window, there are buttons for 'Back to Order Details', 'Cancel', and 'Go to Confirm Order'.

Item Number	Item Description	Quantity
DC00000481	PAPER BANDS, PKG 10	0
DC00010768	PEARSON RETURN INSTRUCTIONS SHEET	0
DC00011015	DC CAPE TAM 2025 SPRING CBT	0
DC00011016	DC CAPE TAM 2025 SPRING PBT	0
DC00011017	DC CAPE TCM 2025 FOR CBT AND PBT	0
DC00011036	SHIPPING CARRIER RETURN INSTRUCTIONS	0
DC00011061	SCORABLE MATERIALS RETURN SCH HEADER AO	0

# Orders Quick Reference Guide

## Order Creation: Confirm Order

1. Notice the option to **Edit Details**
2. Notice the option **Edit Items**
3. Verify everything is correct, and click **Confirm Order**

The screenshot shows the 'Create Order' form with three tabs: '1 Order Details', '2 Order Items', and '3 Confirm Order'. The 'Confirm Order' tab is active. The form contains the following information:

<b>Draft Order</b>	Ship To Contact	Ordered By	<a href="#">Edit Details</a>
Order Name Test	Sharrell Porter	Sharrell Porter	
Order Type Additional	567-986-0987	sharrell.porter@pearson.com	
Admin Code dcspr25	sharrell.poter@pearson.com	Date Needed 02/21/2025	
District Billings School District	Shipping Address	Reason For Order Test Order	
Order for Independence Secondary School	56 Lily Ln Smallville KY 76432 US		
Ship To school			

  

Item Number	Item Description	Quantity	<a href="#">Edit Items</a>
DC00011109	GR 3 MATH KIT	1	
DC00011119	GR 5 MATH KIT	1	
DC00011121	READ ALOUD KIT, GR 5, ELA/L	1	

Buttons at the bottom: [Back to Order Items](#), [Cancel](#), [Confirm Order](#)

## Existing Orders: Shipment Tracking

To track shipping, go to **Orders > Shipment Tracking**. You can search by **Order Name, Org, or Shipment Status**.

## Shipment Tracking Statuses

- **In Progress:** Awaiting approval
- **Fulfillment:** With Pearson for packing
- **In Transit:** Shipped and enroute
- **Delivered:** Was delivered to address specified in the order
- **Error:** Either cancelled or there was an error with the order. Please see order notes or contact [OSSE.Assessment@dc.gov](mailto:OSSE.Assessment@dc.gov) for assistance.

## Order Reports

To view and export and order report, click **Orders>Reports**.

1. Notice the option to search by **Item** and filter by **Org** and **Distribution**
2. Notice the tabs to view other information
  - a. **Item Summary**
  - b. **Items Details**
  - c. **Orders Summary**
  - d. **Order Details**

The screenshot shows the 'Order Reports' page with search filters and a table of order items.

Search filters: Item (Search), Org (ALL), Distribution (ALL), [Export](#)

Navigation tabs: [Items Summary](#), [Items Details](#), [Orders Summary](#), [Orders Details](#)

Item Number	Item Description	Quantity	Waiting for approval	Ordered	Failed	Rejected
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3. Notice each column can be sorted as needed