

Materials Order Quick Reference Guide

Audience: LEA and School Test Coordinators

When to Do: Between March 2 – June 5

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 tracking shipments
- Order reports

About Materials Ordering

Accommodated materials orders may be placed by submitting an order through the Orders tab in ADAM. All accommodated materials orders will need to be placed by school personnel. Test Coordinator and Test Administrator Manual orders will be automatically placed and sent based on enrollment counts (1 manual per 25 students). 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 reviewed and either approved or rejected by OSSE.

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.

The materials ordering window in ADAM is open from 3/02/26 to 6/05/26.

Note: A complete accommodations registration file is required **before** ordering paper-based accommodated test materials or Human Reader scripts.

Key Dates

- Order window opens **3/2/26**
 - Approved orders, including automatic manual orders, begin to arrive in schools on **3/23/26**
 - Paper testing order window closes on **5/15/26**
 - Human reader script window closes on **5/15/26**
 - Ancillary return materials window closes **6/5/26**
 - Deadline to return scorable materials is **5/22/26**
 - Deadline to return nonscorable materials is **5/29/26**
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Order Creation: Order Details

1. Click on **Orders** in the left navigation menu
2. Click on **Manage Orders**
 - a. Click on **Create Order** in the top right
 - b. Fill in the required fields:
 1. Order Name
 2. Admin Code – DC CAPE Spring 26
 3. District
 4. Order for – Select a school
 5. Ship to – school
 6. Date Needed*
 7. Reason for Order

***Note:** *Shipping may take up to 5 business days once approved. This date is not guaranteed.*

- c. **Verify** contact information and school address
 1. School address is automatically populated based on information in OSSE AllStaff Integrated data submission (IDS) platform. It is the responsibility of the LEA to ensure correct contact information.
- d. Click **Go to Order Items**

The screenshot shows the 'Create Order' form with the 'Order Details' tab selected. The form is titled 'Draft Order' and contains the following fields and information:

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

At the bottom right, there are 'Cancel' and 'Go to Order Items' buttons.

Order Creation: Order Items

1. Search for items by number or by description
 - a. Keep the [DC CAPE Spring 2026 Orderable Items Reference Sheet](#) and [Test Kit Materials List](#) handy, found on the [DC CAPE Support Portal](#).
2. Adjust the quantity needed
3. Click on **Go to Confirm Order**

Order Creation: Confirm Order

1. Verify everything is correct, and click **Confirm Order**
 - a. You can **Edit Details** and **Edit Items**

The screenshot shows the 'Create Order' form with three steps: 1. Order Details, 2. Order Items, and 3. Confirm Order. The 'Confirm Order' step is active. The form displays order details, shipping information, and a table of items. Red boxes highlight the 'Edit Details' and 'Edit Items' buttons, as well as the 'Back to Order Items', 'Cancel', and 'Confirm Order' buttons at the bottom.

Create Order

1 Order Details 2 Order Items 3 **Confirm Order**

Draft Order

Order Name: Test
Ship To Contact: Sharrell Porter
Ordered By: Sharrell Porter
Additional: sharrell.poter@pearson.com
Admin Code: dcspr25
Date Needed: 02/21/2025
District: Billings School District
Shipping Address: 56 Lily Ln, Smallville, KY 76432 US
Order for: Independence Secondary School
Reason For Order: Test Order
Ship To: school

Item Number	Item Description	Quantity	Edit Items
DC00011109	GR 3 MATH KIT	1	<input checked="" type="checkbox"/> Edit Items
DC00011109	GR 5 MATH KIT	1	
DC00011121	READ ALOUD KIT, GR 5, ELA/L	1	

Existing Orders: Shipment Tracking

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

Shipment Tracking Statuses

- In Progress: Awaiting approval
- Fulfillment: With Pearson for packing
- In Transit: Shipped and enroute
- Delivered: Delivered to address in the order
- Error: Internal Pearson status Canceled: Internal Pearson status