Administrative Records COVER SHEET CHECKLIST

After each administration, organize, copy and bundle your documents. PRINT AND COMPLETE A COVER SHEET TO IDENTIFY EACH BUNDLE.

INDICATE WHICH TEST CYCLE IS CONTAINED IN THIS BUNDLE:	FALL SPRING WINTER SUMMER
INDICATE ADMINISITRATION YEAR:	

School #:	
School Name:	

INDICATE WHICH ASSESSMENT IS CONTAINED IN THIS BUNDLE:

FSA ELA WRITING & RETAKES

FSA ELA GR 3 READING

RETAKES (READING & EOCs)

FSA ELA GR 4-10 READING

FSA MATHEMATICS (GR 3-8)

FSA EOCs

NGSSS EOCs

FCAT SCIENCE

Ensure that you include the following documentation, as applicable, for each of your school's respective assessments:

- Test Materials Chain of Custody Form (for PBT accommodations)
- School Procedural Checklist (FM-6927) (One per administration)
- Accounting for ALL Test Books (TDC webpage)
- *Test Administration and Security Agreements* and *Test Administrator Prohibited Activities Agreements* for all Test Administrators and Test Chairperson (**ONLY one is required per person**)
- Administration Record/Security Checklist or school-designed roster
- Security Logs
- Seating Charts
- Advanced Session Rosters (NGSSS CBT exams)
- Seal Codes (FCAT 2.0 Retake CBT Only)