SPRING 2017 NGSSS EOC
(Civics, Biology and U.S. History)

NGSSS EOC (CIVICS, BIOLOGY and U.S. HISTORY) PACKING INSTRUCTIONS:

Refer to the Spring/Summer 2017 Test Administration Manual, End-of-Course and Retakes, pages 52 – 66.

TO BE SCORED

MAY 9 – 11, 2017	To be hand-delivered by school staff to **TDC by 2:00 pm** ►► by 1:00 pm on Wednesday, May 10th ◄◄
	BROWN LABEL: REGULAR PRINT

BLUE LABEL: Large Print and One-Item-Per-Page	PINK LABEL: Braille

NOT TO BE SCORED

MAY 19 – 26	To be RETAINED in secure storage at school until picked up by courier

WHITE LABEL: Unused test/answer books, defective documents with DNS bubbles gridded. Include "NOT TO BE SCORED" special document materials.

DISTRICT ASSESSMENT COORDINATOR (DAC) BOXES

MAY 30 – JUNE 5	**To be RETAINED in secure storage at school until picked up by courier** DO NOT pack Test Books inside OR place a colored label on DAC boxes
DAC-AR BOX(ES) (administrative records)	Print and place "DAC-AR" label on the side of the box – found on "TDC Documents" webpage
	This box will *ONLY* contain the *ORIGINAL* ADMINISTRATIVE RECORDS FOR <u>ALL SPRING ASSESSMENTS</u>. After each administration, organize, copy, and bundle your documents. Label your *ORIGINAL* documents with an Administrative Records Cover Sheet (found on the TDC webpage) and place in the DAC-AR BOX.

ADMINISTRATIVE RECORDS:

- Original **Test Materials Chain of Custody Form** (for PBT accommodations / One per administration at TDC Documents webpage)
- Original **School Procedural Checklist** (FM-6927 / One per administration)
- Original **Test Administration and Security Agreements and Test Administrator Prohibited Activities Agreements**
- Original **Accounting for ALL Test Books Form** (found on "TDC Documents" webpage)
- Original **Security Logs**
- Original **Seating Charts**
- Original **Administration Record/Security Checklist** or school's developed form with all required administration information.
- Original **Session Rosters**

NEW

DAC BOX(ES) (additional materials)	Print and place "DAC" label on the side of the box – found on "TDC Documents" webpage
	- CBT Worksheets (used and unused) - CBT Work Folders (used and unused) - Reference Sheets (used)