

# SPRING 2017 FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake

FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake PACKING INSTRUCTIONS:

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

## TO BE SCORED

<b>March 30 – 31, 2017</b>	<b>To be hand-delivered by school staff to <u>TDC by 2:00 pm</u></b>
<b>RED LABEL: REGULAR PRINT</b>	
<b>BLUE LABEL: Large Print and One-Item-Per-Page</b>	<b>PINK LABEL: Braille</b>

## NOT TO BE SCORED

<b>MAY 19 – 26</b>	<b>To be RETAINED in secure storage at school until picked up by courier</b>
<b>WHITE LABEL:</b> Unused test/answer books, defective documents with DNS bubbles gridded. Include “NOT TO BE SCORED” special document materials.	

## DISTRICT ASSESSMENT COORDINATOR (DAC) BOXES

<b>MAY 30 – JUNE 5</b>	<b>To be RETAINED in secure storage at school until picked up by courier</b> DO NOT pack Test Books inside OR place a colored label on DAC boxes
Print and place “DAC-AR” label on the side of the box – found on “TDC Documents” webpage	
<b>DAC-AR BOX(ES)</b> (administrative records)	<b>This box will <i>ONLY</i> contain the ORIGINAL ADMINISTRATIVE RECORDS FOR ALL SPRING ASSESSMENTS.</b> After each administration, organize, copy and bundle your documents. Label your <i>ORIGINAL</i> documents with an Administrative Records Cover Sheet (found on the TDC webpage) and place in the DAC-AR BOX.
ADMINISTRATIVE RECORDS:	
<ul style="list-style-type: none"> <li>▪ Original <b>Test Materials Chain of Custody Form</b> (for PBT accommodations / One per administration at TDC Documents webpage)</li> <li>▪ Original <b>School Procedural Checklist</b> (FM-6927 / One per administration)</li> <li>▪ Original <b>Test Administration and Security Agreements and Test Administrator Prohibited Activities Agreements</b></li> <li>▪ Original <b>Accounting for ALL Test Books Form</b> (found on “TDC Documents” webpage)</li> <li>▪ Original <b>Security Logs</b></li> <li>▪ Original <b>Seating Charts</b></li> <li>▪ Original <b>Administration Record/Security Checklist</b> or school’s developed form with all required administration information.</li> <li>▪ Original <b>Session Rosters</b></li> <li>▪ Original <b>Seal Codes</b> (FCAT 2.0 Reading Retake only)</li> </ul>	
Print and place “DAC” label on the side of the box – found on “TDC Documents” webpage	
<b>DAC BOX(ES)</b> (additional materials)	<ul style="list-style-type: none"> <li>▪ CBT Worksheets (used and unused)</li> <li>▪ CBT Work Folders (used and unused)</li> <li>▪ Reference Sheets (used)</li> </ul>

**NEW**