

SPRING 2017 GRADE 3 FSA ELA READING

FSA ELA GRADE 3 READING PACKING INSTRUCTIONS:

Refer to the Spring 2017 Paper-Based Test Administration Manual, pages 83 – 90

TO BE SCORED – Calibration

March 30 – 31, 2017 To be hand-delivered by school staff to **TDC by 2:00 pm**

▶▶▶ GRAY STRIPED LABEL: FSA Reading (GRADE 3) ◀◀◀

TO BE SCORED – Non Calibration

April 3 – 5, 2017 To be hand-delivered by school staff to **TDC by 2:00 pm**
(1:00 pm on Wednesday, April 5th)

GRAY LABEL: FSA Reading (GRADE 3)

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

Print and place “DAC-AR” label on the side of the box – found on “TDC Documents” webpage

DAC-AR BOX(ES)
(administrative records)

This box will **ONLY** contain the **ORIGINAL ADMINISTRATIVE RECORDS FOR ALL SPRING ASSESSMENTS**. 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)
- 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.

NEW