

SPRING 2017

FSA ELA GRADES 4-10 READING, FSA MATHEMATICS GRADES 3-8 and FSA END OF COURSE

For packing instructions, refer to the Spring 2017 FSA Accommodations Test Administration Manual, pages 33 – 39 (www.fsassessments.org > FSA Resources > Accommodations OR packing instruction excerpt available on “TDC Documents” webpage).

TO BE SCORED – FSA ELA and MATHEMATICS

April 27 – May 1, 2017 To be hand-delivered by school staff to **TDC by 2:00 pm**

ORANGE LABEL: FSA READING (Grades 4-10) and MATHEMATICS (Grades 3-8)

PURPLE LABEL: FSA ALGEBRA 1, ALGEBRA 2 and GEOMETRY

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

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

DAC BOX(ES)
(additional materials)

- Original CBT Worksheets (used and unused)
- Florida Computer-Based Testing Work Folders for Mathematics and EOCs (used and unused)