

# SPRING 2017 FSA ELA WRITING

## FSA ELA WRITING PACKING INSTRUCTIONS:

**Grades 4 – 7 PBT:** Refer to the Spring 2017 Paper-Based Administration Manual, pages 83 – 90.

**Grades 8 – 10 Accommodated PBT:** Refer to the Spring 2017 FSA Accommodations Test Administration Manual, pages 33 – 39 ([www.fsassessments.org](http://www.fsassessments.org)) > FSA Resources > Accommodations OR packing instruction excerpt available on “TDC Documents” webpage).

## TO BE SCORED

<b>MARCH 2-6, 2017</b>	<b>To be HAND-DELIVERED by school staff to TDC by 2:00 pm</b>	
<b>GREEN STRIPED:</b> FSA Writing (GR 4-10) CALIBRATION	<b>GREEN LABEL:</b> FSA Writing (GRADES 4-10 & Retakes)	
<b>BLUE LABEL:</b> Large Print and One-Item-Per-Page	<b>PINK LABEL:</b> Braille	

## 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)	<p><b>This box will <i>ONLY</i> contain the <i>ORIGINAL ADMINISTRATIVE RECORDS FOR ALL SPRING ASSESSMENTS</i>.</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.</p>	
ADMINISTRATIVE RECORDS:		
<ul style="list-style-type: none"> <li>▪ Original <b>Test Materials Chain of Custody Form</b> (for PBT accommodations / One per administration)</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> </ul>		
<b>DAC BOX(ES)</b> (additional materials)	<p>Print and place “DAC” label on the side of the box – found on “TDC Documents” webpage</p> <ul style="list-style-type: none"> <li>▪ Original Planning Sheets (used and unused)</li> </ul>	

**NEW**