

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) > FSA Resources > Accommodations OR packing instruction excerpt available on “TDC Documents” webpage).

TO BE SCORED

MARCH 2-6, 2017

To be **HAND-DELIVERED** by school staff to **TDC by 2:00 pm**

GREEN STRIPED: FSA Writing (GR 4-10) CALIBRATION

GREEN LABEL: FSA Writing (GRADES 4-10 & Retakes)

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 a sheet detailing the assessment date and exam name (i.e. Spring 2017 FSA ELA WRITING) and place in DAC BOX #1.

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

additional
DAC BOX(ES)

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

- Original Planning Sheets (used and unused)