

# Return Instructions for School Assessment Coordinators

## Prepare Materials for Return

Package all materials according to the following instructions to ensure that student scores are accurately reported. **Incorrectly labeled or mispackaged materials may delay reporting of student results.**

Once you have verified that all documents are correctly labeled, sort the following materials for return:

- TO BE SCORED regular print test and answer books
- TO BE SCORED large print and one-item-per-page test materials
- TO BE SCORED braille test materials
- NOT TO BE SCORED materials—includes all unused regular print test and answer books, special documents, passage booklets, audio passage transcripts, and used documents that should not be processed for scoring

Follow these steps:

1. Separate TO BE SCORED and NOT TO BE SCORED materials.
2. Separate TO BE SCORED regular print materials from TO BE SCORED special documents (large print, braille, one-item-per-page). Materials that have the same color return label do not need to be sorted by grade level, special program, etc. For instance, all TO BE SCORED regular print Grades 4–10 ELA Writing materials may be placed in the same box, unsorted, with a green return label affixed. However, materials with different colored return labels (e.g., FSA ELA Writing and FSA ELA Reading) must **not** be packaged together.
3. If your school was selected for grade 4, 5, 6, or 7 ELA calibration, separate FSA ELA Writing materials for the selected grade level so they can be packaged separately and returned using striped green labels. Noncalibration grade level Writing tests are returned using solid green labels.

## Package Materials for Return

Prepare boxes for return to your district assessment coordinator. Refer to the following table for the appropriate return label colors for TO BE SCORED and NOT TO BE SCORED materials from each administration.

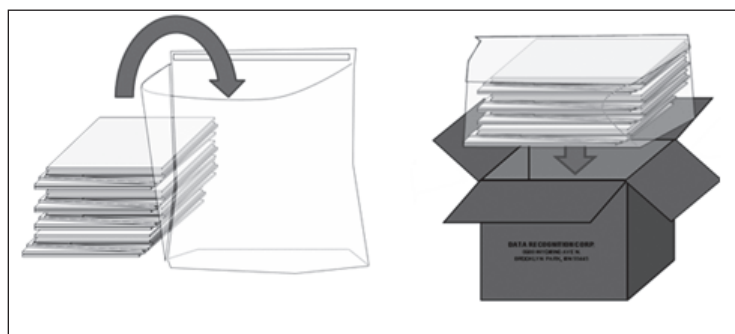
Materials Types	ELA Writing Grades 4–7 & Retake	ELA Reading Grade 3	ELA Reading Grades 4–10 & Retake & Mathematics Grades 3–8	EOCs & Algebra 1 Retake
TO BE SCORED <b>Regular Print</b> Test Materials	<b>Green</b> Labels	<b>Gray</b> Labels	<b>Orange</b> Labels	<b>Purple</b> Labels
TO BE SCORED <b>Calibration</b> Test Materials	<b>Striped</b> Labels*			
TO BE SCORED <b>Large Print and One-Item-Per-Page</b> Test Materials	<b>Blue</b> Labels			

Materials Types	ELA Writing Grades 4–7 & Retake	ELA Reading Grade 3	ELA Reading Grades 4–10 & Retake & Mathematics Grades 3–8	EOCs & Algebra 1 Retake
TO BE SCORED Braille Test Materials	<b>Pink Labels</b>			
<b>All NOT TO BE SCORED</b> Materials	<b>White Labels</b>			

\*Striped labels for calibration materials will be the same color as the applicable administration but will include a stripe across the middle of the label. For instance, a label for Grade 3 ELA Reading calibration materials will be gray with a stripe across the middle.

### TO BE SCORED Regular Print Test Materials (Green, Gray, Orange, Purple, or Striped Return Labels)

1. If your district assessment coordinator provided plastic return bags, place all TO BE SCORED regular print materials in the plastic return bags. Use the provided zip ties to securely close the bags. **Return bags should contain only TO BE SCORED regular print documents.**



If your district assessment coordinator did not provide plastic return bags, place all TO BE SCORED regular print materials directly in boxes.

Materials that have the same color return label do not need to be sorted by grade level, special program, etc. For instance, all TO BE SCORED regular print Grades 4–10 ELA Writing materials may be placed in the same box, unsorted, with a green return label affixed. However, materials with different colored return labels (e.g., FSA ELA Writing and FSA ELA Reading) must **not** be packaged together. Do **not** use paper bands, rubber bands, or any other extra materials to separate documents. Document count forms are not provided or required to process FSA test materials.

2. When placing materials in boxes (whether plastic return bags are used or not), use filler such as crumpled paper or bubble wrap to make sure the materials do not shift during transport. Then tape boxes securely using heavy-duty shipping tape.
3. Affix the appropriate colored return label for the administration to the top of the box (see the table on pages 85–86). Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Do not copy or create your own labels. If you need additional labels, contact your district assessment coordinator.
4. Return the labeled boxes to your district assessment coordinator.

**Sample TO BE SCORED Label**

SPRING 2017 FSA ELA WRITING SCHOOL: 77-9002 FROM: Demo School 9002 325 WEST GAINES ST SUITE 401 TALLAHASSEE, FL 32399  TO: Data Recognition Corporation (DRC) 7303 Boone Ave N Brooklyn Park, MN 55428   R51973161234567 TO BE SCORED	<b>E F L 7 3 1</b>
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**TO BE SCORED Large Print and One-Item-Per-Page Materials (Blue Labels)**

- Open each Special Document Return Envelope and verify that each envelope contains documents for one student only. Materials for one student may be placed in more than one envelope. Make sure that the student envelope(s) contains the following large print or one-item-per-page test materials:
  - Large Print Test Materials**
    - Large print test and answer book
    - Regular print test and answer book (with PreID label applied)
  - One-Item-Per-Page Test Materials**
    - One-item-per-page test and answer book
    - Regular print test and answer book (with PreID label applied and answers transcribed)
- Verify the following:
  - Student name is included on the large print and one-item-per-page test and answer books.
  - Regular print test and answer books have the correct PreID labels applied. Do not place PreID labels on the large print or one-item-per-page test and answer books. PreID labels must be applied to the regular print test and answer books.
  - If the original regular print test and answer book is damaged or used by another student, a replacement regular print test and answer book must accompany the special document with a PreID label applied.
  - The DNS bubble has not been gridded by mistake. If the DNS bubble has been gridded by mistake, erase the DNS bubble and grid the UNDO bubble.
  - If the invalidated test should be processed for scoring, the test and answer book and special document must be returned in a TO BE SCORED box with a **blue** label. If the invalidated test should not be processed, place the test and answer book and special document in a NOT TO BE SCORED box.
  - Student responses have been entered into the correct document type. Large print student responses should be recorded in the large print test and answer books. One-item-per-page student responses should be transcribed into the regular print test and answer books. If student responses are not recorded properly, they will not be scored.
- Verify that the student information is completed on the Special Document Return Envelope(s). The space on the envelope marked **Student Envelope \_of\_** should be used to number each student's envelopes 1 of *n*, 2 of *n*, etc., where *n* is the total number of envelopes for that student. Seal the envelope(s).

4. Place the Special Document Return Envelopes containing TO BE SCORED large print and one-item-per-page materials in the boxes in which they arrived. Do **not** return TO BE SCORED large print or one-item-per-page materials in the same boxes as TO BE SCORED regular print or braille materials. Mispackaged materials will delay reporting of student results.
5. Affix a **blue** TO BE SCORED large print/one-item-per-page return label for the correct administration to the top of the box. Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Do not copy or create your own labels. If you need additional labels, contact your district assessment coordinator.
6. Place NOT TO BE SCORED large print and one-item-per-page materials (unused documents, used defective documents) with all other NOT TO BE SCORED materials in white-labeled boxes.
7. Place non-secure large print and one-item-per-page materials in the District Assessment Coordinator ONLY boxes, or handle as directed by your district assessment coordinator.
8. Return the labeled boxes to your district assessment coordinator.

### Sample Blue TO BE SCORED Label (Large Print/One-Item-Per-Page)

SPRING 2017 FSA W/R/M SPECIAL DOCUMENTS	E F L 7 3 1
SCHOOL: 77-9002	
FROM: Demo School 9002 325 WEST GAINES ST SUITE 401 TALLAHASSEE, FL 32399	
TO: Data Recognition Corporation (DRC) 7303 Boone Ave N Brooklyn Park, MN 55428	
	
R51973151234567	
To Be Scored - Large Print/One-Item-Per-Page	
100004	7/29/16 3:23:43 PM

### TO BE SCORED Braille Materials (Pink Labels)

1. Open each Special Document Return Envelope and verify that each envelope contains documents for **one student only**. Materials for one student may be placed in more than one envelope. Make sure that the student envelope(s) contains the following braille test materials:
  - Braille Answer Sheets containing student responses (separated by subject)
  - Braille Test Books
  - Braille Testing Rules Acknowledgment Sheet
  - Regular Print Test and Answer Book (with PreID label applied)
2. Verify the following:
  - Student name is included on the braille test books, braille answer sheets, and Testing Rules Acknowledgment Sheets.
  - Regular print test and answer books have the correct PreID labels. Do not place PreID labels on the braille test books or answer sheets. PreID labels must be applied to the regular print test and answer books.
  - If the original regular print test and answer book is damaged or used by another student, a replacement regular print test and answer book must accompany the special document with a PreID label applied.

- The DNS bubble has not been gridded by mistake. If the DNS bubble has been gridded by mistake, erase the DNS bubble and grid the UNDO bubble.
  - If the invalidated test should be processed for scoring, the test and answer book and special document must be returned in a TO BE SCORED box with a pink label. If the invalidated test should not be processed, place the test and answer book and special document in a NOT TO BE SCORED box.
  - Student responses have been entered into the correct document type. Braille student responses should be recorded on braille answer sheets or, if recorded for the student, in the regular print test and answer books. If student responses are not recorded properly, they will not be scored.
3. Verify that the student information is completed on the Special Document Return Envelope(s). The space on the envelope marked Student Envelope \_of\_ should be used to number each student's envelopes 1 of  $n$ , 2 of  $n$ , etc., where  $n$  is the total number of envelopes for that student. Seal the envelope(s).
  4. Place the Special Document Return Envelopes containing TO BE SCORED braille materials in the boxes in which they arrived. Do **not** return TO BE SCORED braille materials in the same boxes as other TO BE SCORED materials. Mispackaged materials will delay reporting of student results.
  5. Affix the **pink** TO BE SCORED braille return label for the administration to the top of the box. Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Do not copy or create your own labels. If you need additional labels, contact your district assessment coordinator.
  6. Place NOT TO BE SCORED braille materials (unused documents, used defective documents) with all other NOT TO BE SCORED materials in white-labeled boxes.
  7. Place non-secure braille materials in the District Assessment Coordinator ONLY boxes, or handle as directed by your district assessment coordinator.
  8. Return the labeled boxes to your district assessment coordinator.

### Sample Pink TO BE SCORED Label (Braille)

SPRING 2017 FSA W/R/M SPECIAL DOCUMENTS SCHOOL: 77-9002 FROM: Demo School 9002 325 WEST GAINES ST SUITE 401 TALLAHASSEE, FL 32399  TO: Data Recognition Corporation (DRC) 7303 Boone Ave N Brooklyn Park, MN 55428   R51973141234567 To Be Scored - Braille	E F L 7 3 1
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### All NOT TO BE SCORED Materials (White Labels)

**Note:** Secure documents should never be destroyed (e.g., shredded, thrown in the trash), except for soiled documents as described in the “Hazardous Materials” section of this test administration manual.

1. Place all NOT TO BE SCORED materials (unused non-identified test and answer books and used test and answer books that should not be processed for scoring) in boxes. **Include passage booklets, audio passage transcripts, and NOT TO BE SCORED special document materials.**

2. Affix the **white** NOT TO BE SCORED return label for the correct administration to the top of the box. Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Do not copy or create your own labels. If you need additional labels, contact your district assessment coordinator.
3. Be sure that the white return label indicates the correct administration for the included materials (e.g., FSA ELA Writing/Reading/Mathematics or FSA EOC NOT TO BE SCORED labels).
4. Return the labeled boxes to your district assessment coordinator.

### Sample White NOT TO BE SCORED Label

SPRING 2017 FSA WRITING/READING/MATHEMATICS	E F L 7 3 1
SCHOOL: 77-9002	
FROM: Demo School 9002 325 WEST GAINES ST SUITE 401 TALLAHASSEE, FL 32399	
TO: Data Recognition Corporation (DRC) 7303 Boone Ave N Brooklyn Park, MN 55428	
	
R51973131234567	
NOT TO BE SCORED	
100004	7/29/16 3:23:38 PM

## District Assessment Coordinator ONLY Box

1. Place the following materials, as applicable per administration, in the District Assessment Coordinator ONLY box (along with any other ancillary materials that your district assessment coordinator has asked you to return in this box):
  - Test administration manual(s)
  - Original records of required administration information
  - Original Security Logs
  - Original seating charts
  - Original *Test Materials Chain of Custody Forms*
  - Used and unused work folders (computer-based FSA Mathematics and EOCs)
  - Used and unused reference sheets (computer-based FSA Mathematics and EOCs)
  - Used and unused worksheets (computer-based FSA ELA Reading)
  - Used and unused planning sheets (paper-based **and** computer-based ELA Writing)
  - Used and unused large print planning sheets (paper-based **and** computer-based ELA Writing)
2. Seal the box; write “District Assessment Coordinator ONLY” on the side of the box.
3. If your district assessment coordinator asks you to hold this box for return at a later date, store it in a secure location. He or she may ask you to recycle or destroy these materials, except for the records of required administration information and Security Logs, after scores for this administration have been reported. If you have any questions about what to include in this box or your district’s guidelines for storing this box, contact your district assessment coordinator.