

**FRIENDLY REMINDER: SPRING 2018 FSA ELA READING (GRADES 4 - 10) AND MATHEMATICS (GRADES 3 - 8) PBT ACCOMMODATIONS**

**PACKING INSTRUCTIONS**

2017 - 2018 FSA Accommodations Guide - Pages 33 - 38 (Guide available on the FSA Portal)  
 Spring / Summer 2018 Scripts and Instructions for Administering Accommodated Paper-Based Assessments (Available on the FSA Portal)

**TO BE SCORED MATERIALS**

Hand deliver to TDC during the indicated RETURN dates.  
 Include USED Test/Answer Books, as well as invalidated Test/Answer Books marked "DNS."

MATERIAL TYPE	FSA ELA READING & MATHEMATICS LABEL	RETURN	VENDOR
To Be Scored	ORANGE - Regular Print	May 08 - 10, 2018 by 2:00 pm*	DRC
	BLUE - Large Print and One Item Per PAGE		
	PINK - Braille		

\* Wednesdays by 1:00 pm

**NOT TO BE SCORED (NTBS) MATERIALS**

**DISTRICT MANDATED SCHEDULED NTBS MATERIAL PICK UP (May 21-25, 2018). Do NOT hand deliver to TDC.**

Ensure selection of correct WHITE label by referencing ADDRESSEE and ADMINISTRATION:

**Label Addressee: Data Recognition Corporation - DRC**

FSA NTBS white label	Writing, Reading, Mathematics, Writing/Reading Retake
FSA EOC NTBS white label	Algebra 1, Geometry, Algebra 1 Retake

**Label Addressee: PEARSON**

EOC NTBS white label	Biology, Civics, US History
RETAKE NTBS white label	FCAT 2.0 Reading Retake
Science NTBS white label	FCAT 2.0 Science

Include all UNUSED Test/Answer Books, ALL USED/UNUSED Passage Booklets, UNUSED Special Documents, and Defective Documents with the DNS bubble gridded.

**DISTRICT ASSESSMENT COORDINATOR (DAC) BOXES** [labels at http://oada.dadeschools.net/TDC/TDC.asp](http://oada.dadeschools.net/TDC/TDC.asp)

**▶▶ DO NOT PACK TEST BOOKS INSIDE OR PLACE "TBS/NTBS" LABELS ON DAC BOXES. ◀◀**

**DAC-AR BOX(ES) - Print label(s) from TDC web page and tape to the side of the box(es). See link above.**

**Return Date: District mandated pick-up by Comet Delivery Services May 29 - June 06, 2018**

Include:	Original <b>Test Materials Chain of Custody</b> Form (for PBT accommodations only/ One per administration)
	Original <b>School Procedural Checklist</b> (FM-6927 / One per administration)
	Original <b>Test Administration and Security Agreements and Test Administrator Prohibited Activities Agreements</b>
	Original <b>Security Logs</b>
	Original <b>Seating Charts</b>
	Original <b>Administration Record/Security Checklist</b> or school's developed form with all required administration information
	Original <b>PBT Accounting Form</b> (TDC Web page)

**DAC BOX(ES) - Print label(s) from TDC web page and tape to the side of the box(es). See link above.**

**Return Date: District mandated pick-up by Comet Delivery Services May 29 - June 06, 2018**

Include:	Original CBT Work Folders (used ONLY)
	Original CBT Worksheets (used ONLY)
	Original CBT Reference Sheets (used ONLY)