

FRIENDLY REMINDER: STANFORD SAT-10

PACKING INSTRUCTIONS

2017-18 SAT-10 Program Guide for Test Chairpersons, pages 15-20. (Test Chairperson Info webpage).

"TO BE SCORED," "NOT TO BE SCORED" and "DAC-AR" are to be delivered to TDC at the same time.

TO BE SCORED MATERIALS

GREEN LABEL:

- Hand deliver to TDC during the indicated RETURN dates.
- Include USED Test Books and Student ID Headers.
- If applicable, also include the Special Programs Envelope (for Florida Home Education or Miami-Dade Online Academy)

PINK LABEL:

- Use the same envelope/box in which the materials arrived.
- Return all items received as a "KIT" (Large Print/Braille books, DFAs and Regular Print books).

MATERIAL TYPE	SAT-10	RETURN
To Be Scored	GREEN - Regular Print	April 12-17, 2018 by 2:00 pm*
	PINK - Large Print and Braille	
NOT To Be Scored	WHITE - All NTBS Materials	

* Wednesdays by 1:00 pm

NOT TO BE SCORED (NTBS) MATERIALS

WHITE LABEL:

Include the following:

- UNUSED Test Books
- DAMAGED Test Books (write "DAMAGED" across the book)
- Test Books with BOTH invalidated subtests
- Directions for Administering (SESAT 2 and Primary 1 & 2)
- UNUSED ID Header Sheets (blank or damaged)
- ID Header sheets for withdrawn students (write a "W" and the withdrawn date on the upper right-hand corner of the ID Header sheet)
- Unused Practice Test
- Practice Test Manuals (SESAT 2 and Primary 1 & 2)

DISTRICT ASSESSMENT COORDINATOR - Administrative Records: label at <http://oada.dadeschools.net/TDC/TDC.asp>

DAC-AR ENVELOPE - Print label from TDC web page and tape to the envelope. See link above.

Return Date: April 12-17, 2018

- Include:
- Signed and dated SAT-10 Packing List (sent in your initial shipment). Also include Additional Orders packing list(s).
 - Completed and signed SAT-10 Accounting Form (TDC Documents web page)
 - Record of Absences/Exemptions/Invalidations
 - Coded ID Header sheets for students Absent/Exempt/Invalidated for ALL applicable subtests (Do NOT include Test Books)
 - School Procedural Checklist
 - Teacher Count Sheets