

# FRIENDLY REMINDER: SPRING 2018 FSA ELA READING RETAKE AND FSA ALGEBRA 1 RETAKE 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 RETAKE LABEL             | RETURN                           | VENDOR |
|---------------|--|----------------------------------|--------|
| To Be Scored  | ORANGE - Regular Print                   | April 6 - 9, 2018<br>by 2:00 pm* | DRC    |
|               | BLUE - Large Print and One Item Per Page |                                  |        |
|               | PINK - Braille                           |                                  |        |

\* Wednesdays by 1:00 pm

| MATERIAL TYPE | FSA EOC ALGEBRA 1 RETAKE LABEL           | RETURN                           | VENDOR |
|---------------|--|----------------------------------|--------|
| To Be Scored  | PURPLE - Regular Print                   | April 6 - 9, 2018<br>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 Test Materials Chain of Custody Form (for PBT accommodations only/ 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 Security Logs
- Original Seating Charts
- Original Administration Record/Security Checklist or school's developed form with all required administration information
- Original PBT Accounting Form (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)