

**SPRING 2018 FSA EOC (Algebra 1 and Geometry) AND NGSSS
FRIENDLY REMINDER: EOC (Civics, Biology 1, and US History) PBT
ACCOMMODATIONS**

PACKING INSTRUCTIONS

2017 - 2018 FSA Accommodations Guide - Pages 33 - 38 (Guide available on the FSA Portal)
Spring/Summer 2018 End-of-Course & Reading Retake Test Administration Manual - Pages 51-60
Spring/Summer 2018 Scripts and Instructions for Administering Accommodated Paper-Based Assessments (Available on the FSA Portal, and Pearson's Web Site)

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 EOC LABEL	RETURN	VENDOR
To Be Scored	PURPLE - Regular Print	May 8 - 10, 2018 by 2:00 pm*	DRC
	BLUE - Large Print and One Item Per Page		
	PINK - Braille		

* Wednesdays by 1:00 pm

MATERIAL TYPE	NGSSS EOC LABEL	RETURN	VENDOR
To Be Scored	BROWN - Regular Print	May 8 - 10, 2018 by 2:00 pm*	PEARSON
	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, 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, Pearson's Advanced Session Roster** 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)
- Original Periodic Tables (used ONLY)