

FRIENDLY REMINDER: SPRING 2018 FSA ELA WRITING & ELA WRITING RETAKE

PACKING INSTRUCTIONS

SPRING 2018 FSA Grades 4 - 7 ELA Writing / Grade 3 ELA Reading PBT TAM - Pages 83 - 91

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 WRITING LABEL	RETURN	VENDOR
To Be Scored	GREEN STRIPED - Calibration Regular Print	March 9 - 12, 2018 by 2:00 pm*	DRC
	GREEN - Regular Print		
	BLUE - Large Print and One Item Per Page		
	PINK - Braille		

* Wednesdays by 1:00 pm

MATERIAL TYPE	FSA ELA WRITING RETAKE LABEL	RETURN	VENDOR
To Be Scored	RED - Regular Print	March 9 - 12, 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 Test Materials Chain of Custody Form (PBT admin & accommodations/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 Writing Planning Sheets (used ONLY)