

PACKING INSTRUCTIONS FOR SAT-10

“To Be Scored” and “NOT To Be Scored” DOCUMENTS and DAC-AR ENVELOPE

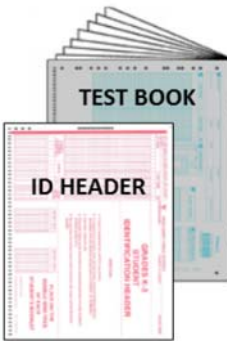
“TO BE SCORED”



SPECIAL PROGRAMS—TEST BOOKS/ID HEADER SHEETS

Pack Special Programs ID Header Sheets and Test Books in an envelope and include the envelope in your To Be Scored box(es).

- Florida Home Education (ID Headers coded school number 8015)
- Miami-Dade Online Academy (ID Headers coded school number 7001)



TEST BOOKS/ID HEADER SHEETS

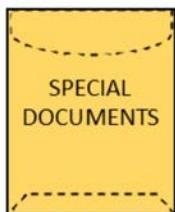
- Arrange ID Headers and Test Books in student sets, ***by grade level***, with ID Header sheet on top of the grid side of the student’s Test Book.
- Ensure that the names on both the ID Header and the Test Book are the same.
- Align the black timing marks to ensure that all Test Books and ID Header Sheets are facing the same direction.



PREPARE YOUR “TO BE SCORED” BOX(ES) FOR RETURN TO TDC

- In order to facilitate processing and scoring, pack materials in the following order:
 - Kindergarten (first to be packed/bottom of the box)
 - Grade 1 (second to be packed)
 - Grade 2 (third to be packed)
 - Special Programs Envelope (last to be packed/top of the box)

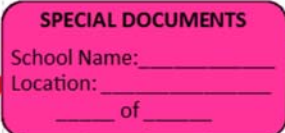
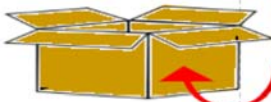
Use the GREEN label when returning TBS materials.



SPECIAL DOCUMENTS (“TO BE SCORED” & “NOT TO BE SCORED”)

- Use the same Envelope or Box, in which materials were received, to return documents.
- Ensure that ALL items received are returned (Large Print/Braille books, DFAs and Regular Print books)

— OR —



Use the PINK label when returning Special Docs.

"NOT TO BE SCORED"



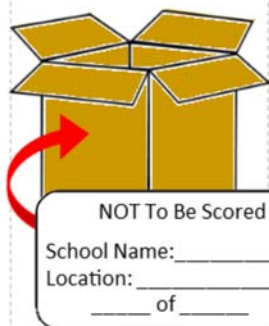
SECURE TESTING MATERIALS

- 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)



ADDITIONAL TESTING MATERIALS

- Unused ID Header Sheets (blank or damaged)
- ID Header Sheets for withdrawn students (Write a "W" on the upper right-hand corner or the ID Header sheet)
- Unused Practice Test
- Practice Test Manuals (SESAT 2 and Primary 1 & 2)



PREPARE YOUR "NOT TO BE SCORED" BOX FOR RETURN TO TDC

DO NOT include "To Be Scored" materials in this box.

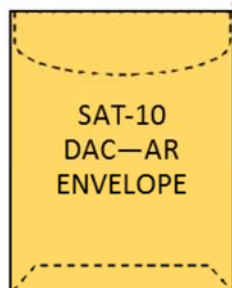
- Pack the Secure Testing Materials listed above
- Pack the Additional Testing Materials listed above

Use the WHITE label when returning NTBS materials.



SAT-10 DAC-AR ENVELOPE

Do not place in TBS or NTBS box(es); hand-deliver the envelope when returning boxes.



- Signed and dated SAT-10 Packing List (sent in your initial shipment)
- Completed and signed SAT-10 Accounting Form (TDC Documents web page)
- Record of Absences/Exemptions/Invalidations
- ID Header sheets for students Absent/Exempt/Invalidated for ALL applicable subtests (Do NOT include test books)
- School Procedural Checklist
- Teacher Count Sheets