***“Friendly Reminder”***

**FROM THE TEST DISTRIBUTION CENTER (TDC)**

**SPRING 2013 eoc RETURN SCHEDULE**

***U.S. HISTORY ---- Tuesday, April 30, 2013 (one day only)***

* **TO BE SCORED (Brown Label)**
* Virtual School Program (Please refer to the *2012-2013 Florida End-of-Course Assessments Test Administration Manual*, and use the table on page 125, to correctly identify the different programs).
* Home Education Program (13/9998).
* Your school’s documents.
* **TO BE SCORED BRAILLE (Pink Label)**
* **TO BE SCORED LARGE PRINT Unique Accommodation Only (White Label)**
* **NOT TO BE SCORED (Yellow Label)**
* Unused test and answer books, and defective documents with all DNS bubbles gridded. Include unused special document (braille, large print) materials and any special documents with DNS bubbles gridded.

***BIOLOGY 1 ---- Monday, May 6, 2013 (one day only)***

* **TO BE SCORED (Orange Label)**
* Virtual School Program (Please refer to the *2012-2013 Florida End-of-Course Assessments Test Administration Manual*, and use the table on page 125, to correctly identify the different programs).
* Home Education Program (13/9998).
* Your school’s documents.
* **TO BE SCORED BRAILLE (Pink Label)**
* **TO BE SCORED LARGE PRINT Unique Accommodation Only (White Label)**
* **NOT TO BE SCORED (Yellow Label)**
* Unused test and answer books, and defective documents with all DNS bubbles gridded. Include unused special document (braille, large print) materials and any special documents with DNS bubbles gridded.

***ALGEBRA 1 ---- Friday, May 10, 2013 (one day only)***

* **TO BE SCORED (Purple Label)**
* Virtual School Program (Please refer to the *2012-2013 Florida End-of-Course Assessments Test Administration Manual*, and use the table on page 125, to correctly identify the different programs).
* Home Education Program (13/9998).
* Your school’s documents.
* **TO BE SCORED BRAILLE (Pink Label)**
* **TO BE SCORED LARGE PRINT Unique Accommodation Only (White Labels)**
* **NOT TO BE SCORED (Yellow Label)**
* Unused test and answer books, and defective documents with all DNS bubbles gridded. Include unused special document (braille, large print) materials and any special documents with DNS bubbles gridded.

***GEOMETRY ---- Friday, May 17, 2013 (one day only)***

* **TO BE SCORED (Green Label)**
* Virtual School Program (Please refer to the *2012-2013 Florida End-of-Course Assessments Test Administration Manual*, and use the table on page 125, to correctly identify the different programs).
* Home Education Program (13/9998).
* Your school’s documents.
* **TO BE SCORED BRAILLE (Pink Label)**
* **TO BE SCORED LARGE PRINT Unique Accommodation Only (White Label)**
* **NOT TO BE SCORED (Yellow Label)**
* Unused test and answer books, and defective documents with all DNS bubbles gridded. Include unused special document (braille, large print) materials and any special documents with DNS bubbles gridded.

Remember to place the completed *Document Count Form* under the paper band, on top of the first banded stack labeled 1 of n, of corresponding answer documents. Do not copy *blank* document count forms.

Detailed instructions regarding the packaging and return of EOC Assessment materials are available in the *2012-2013 Florida End-of-Course Assessments Test Administration Manual.*

Note: Calculators remain at the school site, except for talking calculators and scientific talking calculators. However, Adult Centers must return the calculators to TDC. Pack **Large Key/Large Display** **talking calculators** and **scientific talking calculators** in the manila envelope provided.

**“DISTRICT ASSESSMENT COORDINATOR ONLY” BOX**

* **Original Administration Record / Security Checklist** or school’s developed form with all the required information, (Test Administration Manual, pages 16 and 313).
* **Session Rosters** (CBT only), (Test Administration Manual, page 9).
* Original **Chain of Custody Form** (PBT Only), (Test Administration Manual, page 309). Original **Seating Chart** (Training Packet).
* Original **Security Logs**, (Test Administration Manual, page 311).
* **CBT Work Folders** (used and unused).
* **CBT Worksheets** (used and unused).
* **Algebra/Geometry Reference Sheets** (used and unused).
* **Periodic Tables** (used and unused).
* Original **School Procedural Checklist** (FM-6927), (Training Packet).
* Headset Adaptors (splitters), if applicable.

**Note: Please retain copies of all of the above documents for your records for one year.**

Write *“****District Assessment Coordinator Only”*** on this box and number the box 1 of 1. Do not place a colored label on the box or pack any test materials. This box will be retained for our records at TDC. **Hand-deliver the District Assessment Coordinator Only box to the Test Distribution Center 9038, by June 3rd, 2013.**

**All paper-based ACCOMMODATIONS TEST MATERIALS, Large**

**KEY/LARGE DISPLAY TALKING CALCULATORS AND SCIENTIFIC TALKING CALCULATORS must be HAND-DELIVERED to the test distribution Center on the designated dateS,**

**no exceptions.**