***“Friendly Reminder”***

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

**FALL 2013 fcat 2.0 reading retake RETURN SCHEDULE**

All paper-based ACCOMMODATIONS TEST MATERIALS must be HAND-DELIVERED to the test distribution Center on the designated dateS, no exceptions.

**Hand-deliver “TO BE SCORED” & “NOT TO BE SCORED” paper-based materials to the Test Distribution Center (TDC) by 3:30 pm on**

**Wednesday or Thursday, October 16 or 17, 2013.**

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| **TO BE SCORED** | **NOT TO BE SCORED** |
| **REGULAR PRINT (RED LABEL)** | **YELLOW LABEL**Unused test and answer books and defective documents with the DNS bubbles gridded. Include unused special document (Braille and large print) materials and any special documents with DNS bubble gridded. (TAM, page 93) |
| **BRAILLE (PINK LABEL)** |
| **LARGE PRINT Unique Accommodation Only** **(WHITE LABEL)** |
| 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 Reading Retake materials are available in the TAM, *87-92).* |
| **Hand-deliver the “*DISTRICT ASSESSMENT COORDINATOR ONLY BOX”* to TDC** **by 3:30 pm on Tuesday or Wednesday, October 22 or 23, 2013.** |
| * **Original Administration Record/Security Checklist** or school’s developed form with all the required information, (TAM, pages 12, 189)
* **Session Rosters** (CBT only), (TAM, pages 6, 65)
* **Seal Codes (CBT only),** (TAM, pages 8, 65)
* Original **Chain of Custody Form** (PBT Only), (TAM, pages 47, 93, and 185)
* Original **Seating Chart** (Training Packet)
* Original **Security Logs**, (TAM, page 187)
* **CBT Worksheets** (used and unused) (TAM, page 211)
* Original **School Procedural Checklist** (FM-6927), (Training Packet)

**Note:** The Student Authorization Tickets will remain at the school for one calendar school year. Please retain copies of all of the required administration information for one year. Do not make copies of the CBT worksheets. 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. |