

“FRIENDLY REMINDER” from the Test Distribution Center (TDC)
Spring 2014 FCAT 2.0 Writing Test Materials Return

Friday, February 28– All schools must hand-deliver ALL 2014 FCAT 2.0 Writing Testing Materials
Tuesday, March 4, 2014 including, “To Be Scored”, “Not To Be Scored”, and the District Assessment Coordinator Only Box, to the Test Distribution Center, by 3:30pm.

RED LABELS: (TO BE SCORED)

- **Special Programs:** FLVS Full-Time K-8, FLVS Full-Time 9-12, Florida Virtual Academy, Miami-Dade Online Academy, Home Education, McKay Scholarship (Private school ONLY), Florida Tax Credit Scholarship (FTC), and Hospital/Homebound TO BE SCORED Writing folders.
See the *Spring 2014 FCAT 2.0 Writing Test Administration Manual (TAM)* charts on pages 5-6 and 48 for the specific district and school number for each special program. Information for the Hospital/Homebound Program and the Miami-Dade Online Academy are in the Training Packet. Complete one *Document Count Form* for each special program by grade level.
- **Your school’s** TO BE SCORED Writing folders.
Complete one *Document Count Form* for each grade level and place it in the first banded stack labeled 1 of n, under the paper band, on top of the Writing folders.

Note: Include **invalidated** Writing folders on top of the TO BE SCORED Writing folders, under the Document Count Form, and in the total count. Reasons for invalidations are listed in the TAM, on pages 17-18.

WHITE LABELS: (Large Print, TO BE SCORED)

- Large Print TO BE SCORED Writing folders. Refer to the packaging diagram in the TAM, on page 56.

PINK LABELS: (Braille, TO BE SCORED)

- Braille TO BE SCORED Writing documents. Refer to the packaging diagram in the TAM, on page 56.

Complete one *Document Count Form* for each student and place it inside the student’s first Special Document Return Envelope. Please return the regular print Writing folder that was included in the Special Documents box should also be returned in the student’s Special Document Return Envelope. Refer to the TAM, on pages 52-54, 56, 78, and 81.

YELLOW LABELS: (NOT TO BE SCORED)

- All **unused** Writing folders (preidentified and non-preidentified), including unused Large Print Writing folders and Braille documents. Refer to the TAM, on page 57.
- Defective Writing folders, including defective Large Print Writing folders and Braille documents. Refer to the TAM, on page 57.

DISTRICT ASSESSMENT COORDINATOR ONLY BOX

- **All Planning Sheets (used with signed *Testing Rules Acknowledgement* and unused).**
- Original **Administration Record/Security Checklist** or school’s developed form with all required administration information, (TAM, pages 13-14 and 99, blank form provided).
- Original **Security Logs** (TAM, pages 22 and 97, blank form provided).
- Original **Seating Charts** (TAM, page 21 and 43, and Training Packet, Attachment D).
- Original **Test Materials Chain of Custody Form** (TAM, pages 43 and 95, blank form provided).
- Original **Accounting for All Secure Documents** (Training Packet, Attachment F).
- Original **School Procedural Checklist (FM-6927)** (Training Packet, Attachment A).

Note: **Please retain copies of all of the above documents for your records for one year. Do not copy the planning sheets.** Write **“District Assessment Coordinator ONLY”** on box and number the box, 1 of 1. Do not place a colored label on the box or pack any Writing folders.