

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
 SPRING 2015 FCAT 2.0 SCIENCE
 ACCOUNTING FOR ALL SECURE DOCUMENTS**

This form was designed to help schools keep track of test materials with security numbers, and to ensure that no test materials inadvertently remain behind at the school site. Please complete the following steps to account for the return of all FCAT 2.0 Science documents.

1. Enter the number of documents reported to Student Assessment and Educational Testing as being missing, lost, or destroyed, if applicable.
2. Enter the number of used and unused Science test books returned in the *NOT TO BE SCORED* shipment.
3. Enter the sum of columns 1 through 3.
4. Enter the total number of documents indicated on packing lists, (including additional orders).
5. Initial to verify that the numbers of documents entered in columns 4 and 5 agree.
6. Place the completed original form in the District Assessment Coordinator Only box and retain a copy for your records.

School Name: _____

School Location # _____

| | | 1 + | 2 + | 3 + | 4 = | 5 | 6 <u>Verification</u> |
|-------------|-----------------------------|--|--|-----------------------------|----------------------------|----------------------------------|--------------------------|
| Grade Level | Item Description Science | # Reported missing, lost, or destroyed | # Returned To Be Scored (no security number on answer book) | # Returned Not To Be Scored | Sum of columns 1 through 3 | Total indicated on packing lists | Columns 4 and 5 agree |
| 5 | Science Test Book | | n/a | | | | |
| 8 | Science Test Book | | n/a | | | | |

Note: This form is intended to be used for documenting test books with security numbers.

Place the completed original form in the District Assessment Coordinator Only box. Retain a copy for your records.

Name of person completing form (Print)

Signature

Title

Date