

“FRIENDLY REMINDER” from the Test Distribution Center (TDC) Spring 2015 FSA ELA Writing Component Test Materials Return

March 12–16, 2015

Schools must hand-deliver 2015 FSA ELA Writing Component **TO BE SCORED** *only*, to the Test Distribution Center, by 3:30pm.

Detailed instructions and packaging diagrams are provided in the **FSA Paper-Based Materials Return Instructions** (posted on the Test Chairperson Info website and the FSA Portal, under resources).

TO BE SCORED

BLUE LABELS (Early Processing) **OR GREEN** (Schools that receive Blue Labels will not receive Green)

- **Special Programs:** Ensure that the Pre-ID and District/School Labels applied to special program students' test and answer books indicate the correct district/school numbers. See the FSA Paper-Based Materials Return Instructionstable for guidance on page 6 (FSA Portal resource).
- **Your school's** TO BE SCORED FSA ELA Writing test and answer books, include ***invalidated*** test and answer books in order to be counted for participation purposes.

Document Count Forms are NOT provided, and therefore are not required for processing FSA TO BE SCORED documents. **Place all TO BE SCORED regular print materials by grade level in the plastic return bags** included in your test materials shipment.

WHITE LABELS: (Large Print, and One-Item-Per-Page)

- Do not place materials for more than one student in the same Special Document Return Envelope. Seal the envelope(s) and place the envelope(s) in the boxes in which they arrived. Refer to the return of Large Print and One-Item-Per-Page materials in the FSA Paper-Based Materials Return Instructions on pages 10-11 (FSA Portal, under resources).

PINK LABELS: (Braille)

- Do not place materials for more than one student in the same Special Document Return Envelope. Seal the envelope(s) and place the envelope(s) in the boxes in which they arrived. Refer to the return of Braille materials in the FSA Paper-Based Materials Return Instructions on pages 12-13 (FSA Portal, under resources).

Note: The following **make-up windows** have been established in an effort to accommodate students who, for various reasons (out-of-state transfer, illness, etc.), do not participate in the FSA ELA WRITING Component test administration but are enrolled and able to participate in the Reading /Listening Component of the ELA assessment:

- **April 6-9, 2015**--students who complete the Writing Component during this make-up window will be included in **regular reporting. Hand-deliver test materials to TDC on Friday, April 10, 2015.**
- **May 4-8, 2015**—students who complete the Writing Component during this make-up window will be included in **late reporting. Hand-deliver test materials to TDC on Monday, May 11, 2015.**

NOT TO BE SCORED

YELLOW LABELS: Comet Delivery Services will pick-up at schools on May 12-21 the following nonscorable test documents:

Place all NOT TO BE SCORED materials (**unused** non-identified test and answer books and test and answer books with DO NOT PROCESS labels applied) in boxes. Remember that DO NOT PROCESS Labels should be applied to any NOT TO BE SCORED test and answer books with PreID or District/School Labels affixed, even if the documents are otherwise blank, (e.g., withdrawn). **Include passage booklets and NOT TO BE SCORED special document materials.** Refer to the return of NOT TO BE SCORED test materials in the FSA Paper-Based Materials Return Instructions on page 13 (FSA Portal, under resources). Please note that new this year, the District Assessment Coordinator Only Box will be picked-up separately from the NOT TO BE SCORED Boxes.

DISTRICT ASSESSMENT COORDINATOR ONLY BOX
For All Spring 2015 FSA Writing Component, FSA ELA,
FSA Mathematics, FCAT/FCAT 2.0 Retake, FCAT 2.0 Science,
NGSSS EOC and FSA EOC Assessments

Comet Delivery Services will pick-up the District Assessment Coordinator Only Box at all schools on May 28-June 3.
(No Test Materials will be picked-up at this time)

DISTRICT ASSESSMENT COORDINATOR ONLY BOX

- **All Planning Sheets (used with signed *Testing Rules Acknowledgement* and unused) (Do not copy the planning sheets).**
- **Original *Administration Record/Security Checklist* or school's developed form with all required administration information, (Writing TAM, pages 60-61 and 113, blank form provided).**
- **Original *Security Logs* (Writing TAM, page 111, blank form provided).**
- **Original *Seating Charts* (Writing TAM, page 30, and Training Packet, Attachment D).**
- **Original *Test Materials Chain of Custody Form* (Writing TAM, page 109, blank form provided).**
- **Original *Accounting for All Secure Documents***
- **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 calendar school year. Do not place a colored label on the boxes or pack any test materials. Write "*District Assessment Coordinator ONLY***" on the boxes and separate materials as follows:**

Box 1 of ____

- FSA ELA Writing Component, ELA Reading, Mathematics
- FCAT 2.0 Science
- FCAT/FCAT 2/0 Reading and Mathematics Retake
- NGSSS EOC Algebra 1 Retake

Box 1 of ____

- FSA EOC (Algebra 1, Geometry, and Algebra 2)
- NGSSS EOC (Biology 1, Civics, and U.S. History)