



FSA Paper-Based Materials Return Instructions

**for School Assessment Coordinators
and District Assessment Coordinators**

Spring 2015

Updated 2/10/2015

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Introduction

About This Document

This document contains instructions for preparing and packaging materials for return for Winter 2014–2015 and Spring 2015 administrations of the following Florida Standards Assessments (FSA) tests:

- FSA English Language Arts (ELA) Writing Component Field Test
- FSA ELA Writing Component
- FSA ELA Reading
- FSA Mathematics
- FSA End-of-Course (EOC) Assessments

District assessment coordinators and school assessment coordinators should familiarize themselves with these instructions prior to preparing materials for return after any paper-based test administration. Note that the process for returning FSA paper-based test materials differs from the materials return process for FCAT/FCAT 2.0/NGSSS EOC test materials. Therefore, it is important to carefully follow these instructions.

For questions regarding pickup dates, please contact the Bureau of K-12 Student Assessment at (850) 245-0513. Other questions regarding materials pickups may be directed to the FSA Help Desk at 866-815-7246 (option 2) or fsahelpdesk@air.org.

Updates

Date	Changes Made
2/9/15	Additional clarification regarding DO NOT PROCESS labels added. New information is highlighted.

Overview of Materials Return Process

The descriptions and steps below provide a general overview of the materials return process. Detailed instructions and packaging diagrams are provided in the body of this document.

School Assessment Coordinators

School assessment coordinators will complete the following steps before returning materials to district assessment coordinators:

1. Receive all secure materials from test administrators.
2. Ensure all test and answer books have the appropriate labels applied:
 - PreID Labels should be used on TO BE SCORED test materials whenever possible. On-Demand PreID Labels may be printed for any students for whom PreID Labels were not included in the shipment of test materials (e.g., students who enrolled after the PreID upload).

- District/School Labels should be used on TO BE SCORED test materials if PreID Labels are not available and cannot be printed. Student demographic information must also be gridded on documents with District/School Labels applied, and student information must be entered in TIDE.
 - DO NOT PROCESS Labels should be applied to all **used** NOT TO BE SCORED materials, including used defective documents and documents from which student responses have been transcribed into another test and answer book. **Note—a document is defined as used if it has a PreID or District/School label affixed, even if the document is otherwise blank.**
3. Separate TO BE SCORED and NOT TO BE SCORED materials.
 4. Place **all** TO BE SCORED materials in the plastic return bags included in your test materials shipment.
 - Separate TO BE SCORED regular print materials from TO BE SCORED special documents (large print, braille, one-item-per-page).
 - It is not necessary to separate materials by grade level, subject, special program, etc.; however, if your district assessment coordinator provides instructions for sorting materials, please follow those directions.
 - Document Count Forms are NOT provided, and therefore are not required for processing FSA TO BE SCORED materials.
 5. Place filled return bags in boxes, and apply the TO BE SCORED return labels to the boxes. See pages 7 for label colors.
 6. Package all NOT TO BE SCORED materials, including NOT TO BE SCORED special documents, passage booklets, and used defective documents with the DO NOT PROCESS label applied, in boxes. Apply yellow NOT TO BE SCORED return labels.
 7. Return all boxes to your district assessment coordinator.

District Assessment Coordinators

District assessment coordinators will complete the following steps to prepare materials for pickup:

1. Receive boxes from school assessment coordinators.
2. Inventory boxes and verify that boxes are correctly labeled.
3. Apply UPS-Return Service (UPS-RS) labels if applicable. These labels were included in your district assessment coordinator box if UPS delivered your initial test material shipment.
Note—Districts may receive two types of UPS-RS labels: “Next Day Air” service and “Ground” service labels.
 - Districts must apply UPS-RS “Next Day Air” labels to boxes labeled with **blue** TO BE SCORED return labels (blue TO BE SCORED return labels were provided to schools designated as “early processing”).
 - Districts must apply UPS-RS “Ground” labels to boxes labeled with any other colored TO BE SCORED return labels.
4. Package all unused secure district overage materials, including unopened shrink-wrapped packages, in boxes, and apply yellow NOT TO BE SCORED return labels to the boxes.
5. Keep all boxes in locked storage until they are picked up.
6. Follow the UPS or King Solutions Return Instructions for TO BE SCORED and NOT TO BE SCORED materials on pages 16–18.

Return Instructions for School Assessment Coordinators

Prepare Materials for Return

Package all materials according to the instructions below to ensure that student scores are accurately reported. Incorrectly labeled or mispackaged materials may delay reporting of student results.

Follow the steps below as you receive materials from test administrators:

1. Verify that all secure materials have been returned. Notify the district assessment coordinator immediately if any secure materials are missing and complete the necessary investigation.
2. Make copies of the records of required administration information collected by test administrators and file the copies.
3. Make copies of all security logs and seating charts and file the copies.
4. Ensure all test and answer books are correctly labeled and/or gridded. Refer to the table below as you review materials. To print On-Demand PreID Labels for any students who were not included in the PreID upload, follow the instructions in the *TIDE User Guide*.

If a test administrator notifies you of incorrect information on a PreID Label, the document MAY still be submitted for scoring, but you must first resolve the errors through one of the following steps:

- Correct the student’s information in TIDE and then print a new PreID Label. Apply the new PreID Label directly over the incorrect label. Do NOT try to remove the incorrect label.
- OR**
- Apply a District/School Label directly over the incorrect label, grid the student demographic information, and enter the student’s information in TIDE. Do NOT try to remove the incorrect label. Ensure you apply the correct District/School label for the administration (see label colors below). Applying the incorrect label may delay reporting of student results.

Label Type	Document Type
PreID Labels	Apply to all TO BE SCORED test and answer books, if possible. Verify district, school, and student information on labels.
District/School Labels <ul style="list-style-type: none"> • ELA Writing Field Test – YELLOW stripe across the top of the label • ELA Writing/Reading/Math – BLUE stripe across the top of the lable • EOC – YELLOW stripe across the top of the label 	Apply to any TO BE SCORED test and answer books for which a PreID Label is not available or cannot be printed. Student demographic information MUST be gridded on test and answer books with District/School Labels applied. Student information must also be added to TIDE.

DO NOT PROCESS Labels	Apply to all used NOT TO BE SCORED test and answer books, including used defective documents and documents from which student responses have been transcribed into another test and answer book. A document is used if it has a Pre ID or District/School label affixed, even if it is otherwise blank. It is not necessary to apply DO NOT PROCESS Labels to unused NOT TO BE SCORED documents (i.e., blank documents with NO labels affixed).
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NOTE: If a label contains incorrect information or has been applied in error, you may apply a new label directly over the incorrect label. This will NOT affect scanning. You should NOT attempt to remove the incorrect label.

5. Review invalidated tests and used NOT TO BE SCORED materials. Verify the following:
 - Ensure the DNS bubble is gridded on any invalidated test and answer books. **Invalidated tests should be returned with TO BE SCORED materials in order to be counted for participation purposes.**
 - Verify that no DNS bubbles have been gridded by mistake. If a DNS bubble has been gridded by mistake, erase the DNS bubble and grid the UNDO bubble.
 - Verify that no DO NOT PROCESS Labels have been applied by mistake. **If a DO NOT PROCESS Label has been applied by mistake, apply a PreID Label or a District/School Label over the DO NOT PROCESS Label, and place the test and answer book with TO BE SCORED materials.**
6. Ensure that the PreID and District/School Labels applied to special program students' test and answer books indicate the correct district/school numbers. See the table below for guidance.

Program	District Number	School Number
FLVS Full Time K–8	71	0300
FLVS Full Time 9–12	71	0400
Florida Virtual Academy	50	7079
District VIP	Your district number	7001 or 7023
District Franchise of FLVS	Your district number	7004
Virtual Charter Schools	Your district number	Charter School Number
Home Education	Your district number	9998
McKay Scholarship (Private school ONLY)	Your district number	3518
FTC Scholarship	97	9999

7. Once you have verified that documents are correctly labeled and/or gridded, separate materials into stacks, as indicated below. **It is NOT necessary to separate materials by grade level, subject, or special program type.**
- TO BE SCORED regular print test and answer books
 - TO BE SCORED large print and one-item-per-page test and answer books
 - TO BE SCORED braille test and answer books
 - NOT TO BE SCORED materials—including all unused regular print, special documents, passage booklets, and used documents with DO NOT PROCESS Labels applied
8. Ensure that materials are packaged in your District Assessment Coordinator ONLY Box according to the instructions on page 14. Follow your district assessment coordinator’s instructions for including any other materials and for securely storing or returning this box.

Package Materials for Return

Prepare boxes for return to your district assessment coordinator. Refer to the table below for the appropriate return label colors for TO BE SCORED and NOT TO BE SCORED materials from each administration.

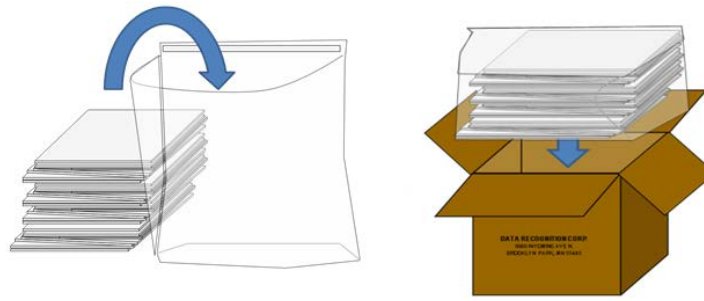
Materials Types	Writing Component Field Test	Spring ELA Writing Component	Spring ELA Reading, Mathematics, and EOCs
TO BE SCORED Regular Print Test Materials	Green Labels	Blue* (early process) or Green Labels	Blue* (early process), Orange (ELA Reading/Mathematics), or Purple (EOC) Labels
TO BE SCORED Large Print and One-Item-Per-Page Test Materials	White Labels		
TO BE SCORED Braille Test Materials	Pink Labels		
All NOT TO BE SCORED Materials	Yellow Labels		

*Schools that receive blue labels will **not** receive green (ELA Writing) or orange (ELA Reading and Mathematics) return labels. Blue return labels should be applied to TO BE SCORED materials, and materials should be returned as instructed below.

It is your responsibility to package all materials correctly. Mispackaged materials will impact the reporting of student results.

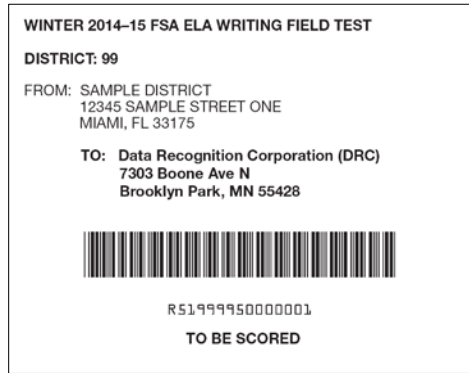
TO BE SCORED Regular Print Test Materials (Green, Blue, Orange, or Purple Return Labels)

1. Place all TO BE SCORED regular print materials in the plastic return bags you received in your shipment of test materials. Use the provided zip ties to securely close the bags. Materials for more than one grade level, subject, and special program may be packaged together; however, materials for more than one administration (e.g., FSA ELA Writing Component, FSA ELA Reading and Mathematics, FSA EOC) should **not** be packaged together. Do NOT use paper bands, rubber bands, or any other extra materials to separate documents. Document count forms are not provided or required to process FSA test materials. **Return bags should contain only TO BE SCORED regular print documents.**

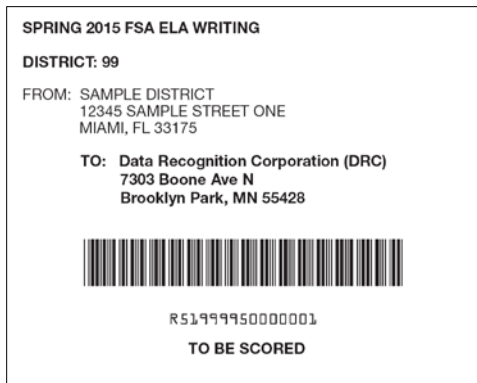


2. Place the bags of TO BE SCORED test materials in boxes. Materials for more than one grade level and subject may be packaged in the same box; however, materials for more than one administration should **not** be packaged together. If necessary, use filler such as crumpled paper or bubble wrap to make sure the materials do not shift during transport. Then tape boxes securely using heavy-duty shipping tape.
3. Affix the appropriate colored return label in the appropriate color for the administration to the top of the box (see the table on the previous page). Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Do not copy labels. If you need additional labels, contact your district assessment coordinator.
4. Return the labeled boxes to your district assessment coordinator.

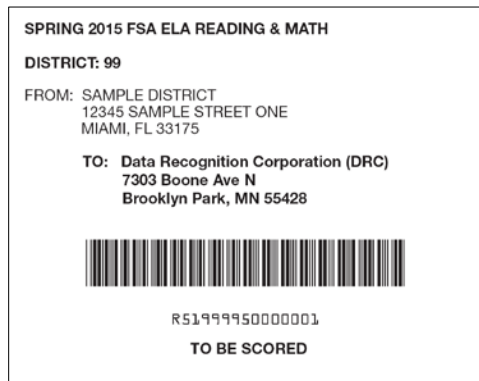
Sample Green TO BE SCORED Label (ELA Writing Field Test)



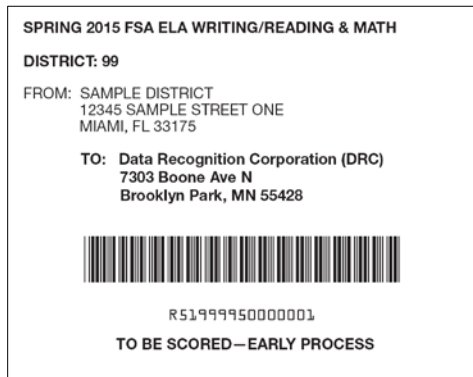
Sample Green TO BE SCORED Label (ELA Writing)



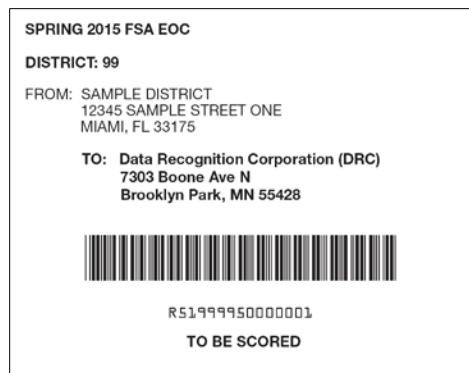
Sample Orange TO BE SCORED Label (ELA Reading and Mathematics)



Sample Blue TO BE SCORED Label (ELA Writing/Reading and Mathematics—Early Process)



Sample Purple TO BE SCORED Label (EOC)



TO BE SCORED Large Print and One-Item-Per-Page Materials (White Labels)

1. Open each Special Document Return Envelope and verify that each envelope contains documents for **one student only**. Materials for one student may be placed in more than one envelope. Make sure that student envelope(s) contain the following materials:


Return Large Print Test Materials	Return One-Item-Per-Page Test Materials
<ul style="list-style-type: none">▪ Large Print Test and Answer Book AND▪ Regular Print Test and Answer Book	<ul style="list-style-type: none">▪ One-Item-Per-Page Test and Answer Book AND▪ Regular Print Test and Answer Book

2. Verify the following:

- Student information is included on the large print and one-item-per-page test and answer books.

- Regular print test and answer books have the correct labels and/or are accurately gridded (see the instructions on pages 5–7). Do not place PreID Labels or District/School Labels on the large print or one-item-per-page test and answer books. Labels should be applied to the regular print test and answer books.
 - The DNS bubble has not been gridded by mistake. If the DNS bubble has been gridded by mistake, erase the DNS bubble and grid the UNDO bubble. If the test is to be invalidated, verify that the DNS bubble has been gridded.
 - Student responses have been entered into the correct document type. Large print student responses should be recorded in the large print test and answer books. One-item-per-page student responses should be transcribed into the regular print test and answer books. If student responses are not recorded properly, they will not be scored.
3. Verify that the Special Document Return Envelope(s) for each student are completed according to the instructions on the envelope. The space on the envelope marked **Student Envelope _of_** should be used to number each student’s envelopes 1 of *n*, 2 of *n*, etc., where *n* is the total number of envelopes for that student. Seal the envelope(s).
 4. Place the Special Document Return Envelopes containing TO BE SCORED large print and one-item-per-page materials in the boxes in which they arrived. Do **not** return TO BE SCORED large print or one-item-per-page materials in the same boxes as TO BE SCORED regular print or braille materials. Mispackaged materials will delay reporting of student results.
 5. Affix a **white** TO BE SCORED large print/one-item-per-page return label for the administration to the top of the box. Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Do not copy labels. If you need additional labels, contact your district assessment coordinator.
 6. Place NOT TO BE SCORED large print and one-item-per-page materials (unused documents, used defective documents with DO NOT PROCESS labels applied) with all other NOT TO BE SCORED materials in yellow-labeled boxes.
 7. Place non-secure large print and one-item-per-page materials in the District Assessment Coordinator ONLY boxes, or handle as directed by your district assessment coordinator.
 8. Return the labeled boxes to your district assessment coordinator.

Sample White TO BE SCORED Label (Large Print/One-Item-Per-Page)

<p>SPRING 2015 FSA ELA WRITING/READING & MATH</p> <p>DISTRICT: 99</p> <p>FROM: SAMPLE DISTRICT 12345 SAMPLE STREET ONE MIAMI, FL 33175</p> <p>TO: Data Recognition Corporation (DRC) 7303 Boone Ave N Brooklyn Park, MN 55428</p>  <p>R51999950000001</p> <p>TO BE SCORED—LARGE PRINT/ONE-ITEM-PER-PAGE</p>
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TO BE SCORED Braille Materials (Pink Labels)


1. Open each Special Document Return Envelope and verify that each envelope contains documents for **one student only**. Materials for one student may be placed in more than one envelope. Make sure that student envelope(s) contain the following materials:

Return Braille Test Materials
<ul style="list-style-type: none">▪ Braille Answer Sheets containing student responses (separated by subject)▪ Braille Test Books▪ Braille Testing Rules Acknowledgment Sheet AND <ul style="list-style-type: none">▪ Regular Print Test and Answer Book

2. Verify the following:
 - Student information is included on the braille test books, braille answer sheets, and Testing Rules Acknowledgment Sheets.
 - Regular print test and answer books have the correct labels and/or are accurately gridded (see the instructions on pages 5–7). Do not place PreID Labels or District School Labels on the braille test books or answer sheets. Labels should be applied to the regular print test and answer books.
 - The DNS bubble has not been gridded by mistake. If the DNS bubble has been gridded by mistake, erase the DNS bubble and grid the UNDO bubble. If the test is to be invalidated, verify that the DNS bubble has been gridded.
 - Student responses have been entered into the correct document type. Braille student responses should be recorded on braille answer sheets or, if recorded for the student, in the regular print test and answer books. If student responses are not recorded properly, they will not be scored.
3. Verify that the Special Document Return Envelope(s) for each student are completed according to the instructions on the envelope. The space on the envelope marked Student Envelope _of_ should be used to number each student’s envelopes 1 of *n*, 2 of *n*, etc., where *n* is the total number of envelopes for that student. Seal the envelope(s).
4. Place the Special Document Return Envelopes containing TO BE SCORED braille materials in the boxes in which they arrived. Do **not** return TO BE SCORED braille materials in the same boxes as other TO BE SCORED materials. Mispackaged materials will delay reporting of student results.
5. Affix the **pink** TO BE SCORED braille return label for the administration to the top of the box. Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Do not copy labels. If you need additional labels, contact your district assessment coordinator.
6. Place NOT TO BE SCORED braille materials (unused documents, used defective documents with DO NOT PROCESS labels applied) with all other NOT TO BE SCORED materials in yellow-labeled boxes.
7. Place non-secure braille materials in the District Assessment Coordinator ONLY boxes, or handle as directed by your district assessment coordinator.

8. Return the labeled boxes to your district assessment coordinator.

Sample Pink TO BE SCORED Label (Braille)


SPRING 2015 FSA ELA WRITING/READING & MATH
DISTRICT: 99
FROM: SAMPLE DISTRICT 12345 SAMPLE STREET ONE MIAMI, FL 33175
TO: Data Recognition Corporation (DRC) 7303 Boone Ave N Brooklyn Park, MN 55428

R51999950000001
TO BE SCORED—BRAILLE

All NOT TO BE SCORED Materials (Yellow Labels)

Note: Secure documents should never be destroyed (e.g., shredded, thrown in the trash), except for soiled documents as described in the “Hazardous Materials” section of the test administration manuals.

1. 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. Include passage booklets and NOT TO BE SCORED special document materials.
2. Affix the yellow NOT TO BE SCORED return label for the administration to the top of the box (see the table above). Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Do not copy labels. If you need additional labels, contact your district assessment coordinator.
3. Return the labeled boxes to your district assessment coordinator.

Sample Yellow NOT TO BE SCORED Label

<p>SPRING 2015 FSA ELA WRITING/READING & MATH</p> <p>DISTRICT: 99</p> <p>FROM: SAMPLE DISTRICT 12345 SAMPLE STREET ONE MIAMI, FL 33175</p> <p>TO: Data Recognition Corporation (DRC) 7303 Boone Ave N Brooklyn Park, MN 55428</p>  <p>R51999950000001</p> <p>NOT TO BE SCORED</p>

District Assessment Coordinator ONLY Box

1. Place the following materials, as applicable per administration, in the District Assessment Coordinator ONLY Box (along with any other ancillary materials that your district assessment coordinator has asked you to return in this box):
 - Test administration manual(s)
 - Original records of required administration information
 - Original Security Logs
 - Original seating charts
 - Original *Test Materials Chain of Custody Forms*
 - Used and unused work folders (computer-based FSA Mathematics and EOCs)
 - Used and unused worksheets (computer-based FSA ELA Reading)
 - Used and unused planning sheets (paper-based AND computer-based ELA Writing)
 - Used and unused large print planning sheets (paper-based AND computer-based ELA Writing)
2. Seal the box; then write “District Assessment Coordinator ONLY” on the side of the box.
3. If your district assessment coordinator asks you to hold this box for return at a later date, store it in a secure location. He or she may ask you to recycle or destroy these materials, except for the records of required administration information and Security Logs, after scores for this administration have been reported. If you have any questions about what to include in this box or your district’s guidelines for storing this box, contact your district assessment coordinator.

Return Instructions for District Assessment Coordinators

Prepare Boxes for Return

Refer to the table on page 7 for the types of materials and corresponding colored return labels that should be affixed to the boxes you will receive from your school assessment coordinators after testing. Graphics of the return labels are included in the *Return Instructions for School Assessment Coordinators* in this document.

You will receive several types of boxes from school assessment coordinators, as applicable for the administration:

- **Green**-labeled boxes (ELA Writing Field Test TO BE SCORED materials)
- **Green**-labeled boxes (ELA Writing TO BE SCORED materials)
- **Orange**-labeled boxes (ELA Reading and Mathematics TO BE SCORED materials)
- **Blue**-labeled boxes (Early Process TO BE SCORED materials)
- **Purple**-labeled boxes (EOC TO BE SCORED materials)
- **Yellow**-labeled boxes (All NOT TO BE SCORED materials)
- **White**-labeled boxes (Large Print/One-Item-Per-Page TO BE SCORED materials)
- **Pink**-labeled boxes (Braille TO BE SCORED materials)
- District Assessment Coordinator ONLY boxes (required forms and ancillary materials)

Complete the following steps as school assessment coordinators return boxes to you:

1. Ensure the appropriate colored return labels are affixed.
2. In separate boxes, return all unused secure district coverage materials, including unopened shrink-wrapped packages and any unused materials from opened packages. Affix yellow return labels for NOT TO BE SCORED materials to the top of the boxes. Labels may be placed over existing shipping labels (e.g., vendor or carrier labels). Do not copy labels.
3. For districts returning materials via King Solutions, securely wrap your pallets with multiple layers of shrink-wrap. Pallets should be marked with two labels indicating the district name and address. It is recommended that the labels are placed on the two sides where the forklift operator can see the label. Also tape a copy of the bill of lading (supplied by King Solutions) to each pallet.
4. Keep all secure materials in locked storage until your scheduled pickup.

Return Materials to Contractor

FDOE will communicate pickup dates for each administration. All materials must be returned by your established pickup dates.

Return TO BE SCORED special documents (large print, braille, one-item-per-page) on the same date as all other TO BE SCORED materials. Do not box special documents with regular print TO

BE SCORED materials; however, special document boxes may be placed on top of pallets for return.

Follow the instructions below based on the shipping carrier that will pick up your materials.

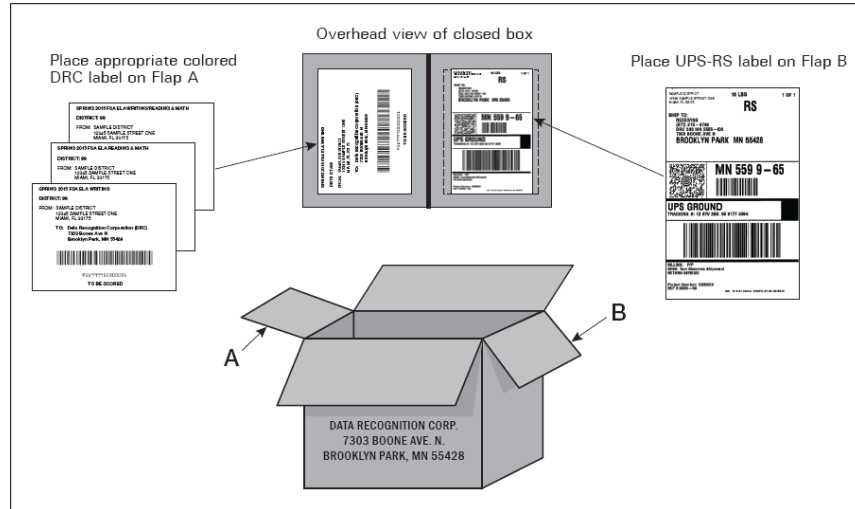
The shipping carrier that delivered your test material shipments will also pick up the materials for return.

King Solutions	UPS
<p>If you received your materials via King Solutions, you will be contacted by King Solutions at least one week prior to your scheduled pickup date in order to arrange your pickup.</p> <p><u>No additional labels</u> are required if King Solutions is your carrier.</p>	<p>If you received your materials via UPS, your TO BE SCORED materials will automatically be picked up on your established pickup dates.</p> <p>Call UPS to arrange for pickup of NOT TO BE SCORED materials (no later than your established pickup date).</p> <p>Ensure that all boxes have UPS-RS labels affixed <u>in addition to</u> the appropriate colored return labels. (“Next Day Air” UPS-RS labels must be applied to any box containing a blue return label.)</p>

If you are unsure of your shipping vendor, please contact the FSA Help Desk at 866-815-7246 (option 2) or fsahelpdesk@air.org.

UPS Return Instructions for TO BE SCORED Materials

- Ensure the appropriate colored TO BE SCORED return label for the document type and administration is affixed to each box.
- Affix a **WHITE** UPS Return Service (UPS-RS) label to the top of each box, making sure that it is not applied across the box flap seam. Do **NOT** send any boxes via UPS without a UPS-RS label. Please keep records of the tracking number(s). There is a detachable tracking number located at the bottom of the label to help facilitate this process. The UPS-RS number is also located directly above the bar code in the middle of the shipping label. These tracking numbers do not need to be provided to the contractor unless requested.
 - Affix “Next Day Air” UPS-RS labels to boxes containing a **blue** return labels.
 - Affix “Ground” UPS-RS label to boxes containing **green, orange, purple, white,** or **pink** return labels.
- See the label placement on the box diagram graphic on the next page.



- TO BE SCORED materials will automatically be picked up according to your scheduled pickup dates; however, you will need to communicate with UPS to arrange pickup of your NOT TO BE SCORED materials (see the instructions on the next page). If you miss your automatic pickup or need to arrange a different pickup date, please call UPS at **866-857-1501**. (Do NOT call the UPS general pickup number found on the UPS website.) Schedule a date and time for pickup, and inform UPS that you have UPS-RS labels. **Please schedule your pickup at least one day in advance.**
- Provide the UPS service representative with the tracking number printed on one of the UPS-RS labels and the number of boxes for pickup. The service representative will use this number to bill the pickup and return charges to the contractor.
- If you have a daily scheduled UPS pickup, you may send your return shipment with the rest of your packages.

King Solutions Return Instructions for TO BE SCORED Materials

- King Solutions will contact you prior to your scheduled pickup date to schedule a pickup time. If you do not hear from King Solutions regarding this pickup, please contact them at **866-237-6503** or **DRCGroup@kingsolutionsglobal.com**.
- King Solutions requires only the appropriate colored TO BE SCORED return label. Ensure the appropriate colored TO BE SCORED return label for the document type and administration is affixed to each box.
- Prior to pickup, King Solutions will email you a bill of lading to present to the driver. If the box or pallet count changes, adjust the count on the bill of lading, initial it, and email King Solutions the updated form. Districts should keep all bill of lading records. These tracking numbers do not need to be provided to the contractor unless requested.

UPS Return Instructions for NOT TO BE SCORED Materials

- Ensure the appropriate yellow NOT TO BE SCORED return label for the administration is affixed to each box.

- Affix a **WHITE** UPS-RS label to the top of each box, making sure that it is not applied across the box flap seam. Do **NOT** send any boxes via UPS without a UPS-RS label. Please keep records of the tracking number(s). There is a detachable tracking number located at the bottom of the label to help facilitate this process. The UPS-RS number is also located directly above the bar code in the middle of the shipping label. These tracking numbers do not need to be provided to the contractor unless requested.
- Call UPS to arrange for pickup of **NOT TO BE SCORED** materials. All materials must be picked up **no later than** your established pickup date.

Contact UPS at **866-857-1501**.

(Do **NOT** call the UPS general pickup number found on the UPS website.)

Schedule a date and time for pickup, and inform UPS that you have UPS-RS labels.

Please schedule your pickup at least one day in advance.

- Provide the UPS service representative with the tracking number printed on one of the UPS-RS labels and the number of boxes for pickup. The service representative will use this number to bill the pickup and return charges to the contractor.
- If you have a daily scheduled UPS pickup, you may send your return shipment with the rest of your packages.

King Solutions Return Instructions for NOT TO BE SCORED Materials

NOT TO BE SCORED test and answer books and other secure **NOT TO BE SCORED** materials (e.g., writing passage booklets, reading passage booklets) should be picked up **no later than** your established pickup date.

- King Solutions will contact you one week before the **NOT TO BE SCORED** published deadline date to schedule a pickup date and time. If you do not hear from King Solutions regarding this pickup, please contact King Solutions at **866-237-6503** or **DRCGroup@kingsolutionsglobal.com**.
- King Solutions shipments require only a **yellow** **NOT TO BE SCORED** label.
- Prior to pickup, King Solutions will email you a bill of lading to present to the driver. If the box or pallet count changes, adjust the count on the bill of lading, initial it, and email King Solutions the updated form. Districts should keep all bill of lading records. These tracking numbers do not need to be provided to the contractor unless requested.

If you have any questions or encounter difficulties with these shipping procedures, please call the FSA Help Desk at 866-815-7246 (option 2) or **fsahelpdesk@air.org**.

Designate a person to be available at the pickup site on the scheduled dates. For questions regarding pickup dates, please contact the Bureau of K-12 Student Assessment at (850) 245-0513. Other questions regarding materials pickups may be directed to the FSA Help Desk at 866-815-7246 (option 2) or **fsahelpdesk@air.org**.

District Assessment Coordinator ONLY Boxes

1. If you instructed schools to return these boxes to you, open the boxes when you receive them, review the records of required administration information, and make sure that you have notified FDOE if any secure materials are missing. A form for reporting missing materials is available in the FSA Portal. Complete the necessary investigation and file the records.
2. Verify that the Security Logs, *Test Materials Chain of Custody Forms*, and seating charts were completed and file them.
3. Do not recycle or destroy any ancillary materials, such as used work folders, worksheets, or planning sheets, **until scores for the administration have been reported.**
4. If District Assessment Coordinator ONLY Boxes will be securely stored at schools, ensure that school assessment coordinators understand your policies for storing these materials.

Answer Document Tracking Report

The *Answer Document Tracking Report* (in the **Track Shipments** tab under the **Orders** tab in TIDE) is available to assist **district assessment coordinators** with tracking the return of used and unused test and answer books. The purpose of this report is to identify—before student score reports are received—any discrepancies that may exist between a district’s records of what was returned and the contractor’s records of what was received. Shortly after the testing window, used answer documents can be tracked through TIDE by student names as they are scanned by the contractor. Please allow at least five days between the time test and answer books are shipped and the time they will be updated in TIDE. Regular updates will be provided in TIDE as materials are received and scanned.

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