

“FRIENDLY REMINDER” from the Test Distribution Center (TDC)
Spring 2015 NGSSS and FSA EOC Paper-based Accommodations
“TO BE SCORED AND NOT TO BE SCORED” Test Materials

April 30 – May 4, 2015 Schools must hand-deliver **“To Be Scored”** NGSSS and FSA EOC test materials to the Test Distribution Center, by 3:00pm.

“TO BE SCORED”
NGSSS EOC BIOLOGY 1, CIVICS, AND U.S. HISTORY
“Pearson Labels”

BROWN LABEL: (Pearson)

- **Special Programs:** Biology 1, Civics, and U.S. History test and answer books. Please refer to the Spring 2015 FCAT, FCAT 2.0, Computer-Based End-Of-Course and Retakes manual (TAM, pages 4 and 5), for the specific district and school number for each special program, additional information found in the School Assessment Coordinator Training Packet.
- **Your school:** Biology 1, Civics, and U.S. History test and answer books, include any *invalidated* test and answer books in order to be counted for participation purposes.

Complete a Document Count Form for each document type. Place each completed form on top of the first stack of corresponding “TO BE SCORED” test and answer documents. A separate Document Count Form must be completed for each Special Program. The information on the Document Count Form will be used for scoring purposes; therefore, it is vital that all information on this form be accurate. TAM (pages 143-147 and 152).

WHITE LABEL: Large Print and One-Item-Per-Page (Pearson)

- 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 (TAM, pages 148-149 and 153).

PINK LABEL: Braille (Pearson)

- 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 (TAM, pages 150-151 and 153).

For *TO BE SCORED* Special Documents, complete one *Document Count Form* for each student, and place it with the student’s test materials inside the student’s first Special Document Return Envelope (1 of n). Do not copy blank document count forms. It is vital that all information on this form be accurate.

“TO BE SCORED”
FSA EOC Algebra 1, Geometry, and Algebra 2
“DRC Labels”

PURPLE: (DRC)

- **Special Programs:** Algebra 1, Geometry, and Algebra 2 test and answer books. 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 Instructions table for guidance on page 6 (FSA Portal resource), additional information found in the School Assessment Coordinator Training Packet.
- **Your school:** Algebra 1, Geometry, and Algebra 2 test and answer books, include any **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 EOC “TO BE SCORED” documents. **Place all “TO BE SCORED” paper-based test materials by subject in the plastic return bags,** included in your test materials shipment.

WHITE LABEL: Large Print and One-Item-Per-Page (DRC)

- 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 LABEL: Braille (DRC)

- 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).

“NOT TO BE SCORED”

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

YELLOW LABELS (Pearson): FCAT/FCAT 2.0 Retakes, Algebra 1 EOC Retake, FCAT 2.0 Science, NGSSS Biology 1, Civics, and U.S. History EOCs.

Note: “Not To Be Scored” Retakes and Science materials **must** be packed separately from the NGSSS EOC materials. (The first six-digit number under the barcode will indicate the administration; the 620-234 is the Retake/Science and the 620-238 is the EOC.)

For packing instructions, please refer to the FCAT/FCAT 2.0 Computer-Based End-Of-Course and Retakes manual page 154, and FCAT 2.0 Grades 5 & 8 Science manual page 79.

- Place all “Not To Be Scored” materials (unused test/answer books, used and unused test books, unused non-identified and identified answer documents, and defective documents with all DNS bubbles gridded) in boxes. Include unused special document materials (Large Print, Braille, and One-Item-Per-Page).

NEON YELLOW LABELS (DRC): FSA Writing Component, FSA ELA Reading, FSA Mathematics, and FSA EOC Assessments.

Note: “Not To Be Scored” FSA ELA Writing, ELA Reading, and Mathematics materials **must** be packed separately from the FSA EOC materials.

For packing instructions, please refer to the FSA Paper-Based Materials Instructions manual page 13.

- 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 (Large Print, Braille, and One-Item-Per-Page).

DISTRICT ASSESSMENT COORDINATOR ONLY BOX
**For All Spring 2015 FSA Writing Component, FSA ELA Reading,
FSA Mathematics, FCAT/FCAT 2.0 Retakes, Algebra 1 EOC Retake, FCAT 2.0
Science, NGSSS EOC, and FSA EOC Assessments**

**Comet Delivery Services will pick-up on May 28-June 3.
(No Test Materials will be picked-up at this time)**

Adult Centers ONLY: hand-deliver the “District Assessment Coordinator Only” Box and calculators to TDC on April 14-17, 2015.

Please note that new this year, the District Assessment Coordinator Only Box will be picked-up separately from the NOT TO BE SCORED boxes.

Place the following materials, as applicable per administration in the District Assessment ONLY Box:

- **All Planning Sheets**, including Large Print 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
- Original **Security Logs**
- Original **Seating Charts** (Training Packet)
- Original **Test Materials Chain of Custody Forms**
- Original **Accounting for All Secure Documents**
- Original **School Procedural Checklist (FM-6927)** (Training Packet)
- **Session Rosters** (NGSSS CBT Only)
- **CBT Work Folders** (used and unused)
- **CBT Worksheets** (used and unused)
- **Algebra 1 EOC Retake Reference Sheets** (used)
- **Periodic Table of the Elements** (used)

Note: CBT Test Tickets, Test Administration and Security Agreement forms, and Test Administrator Prohibited Activities Agreement forms will remain at the school for one calendar school year.

Please retain copies of all of the above documents for your records for one 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, and Mathematics
- FCAT 2.0 Science
- FCAT/FCAT 2.0 Reading and Mathematics Retakes
- NGSSS Algebra 1 EOC Retake

Box 1 of ____

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