

**“FRIENDLY REMINDER” from the Test Distribution Center (TDC)**  
**Spring 2015 FSA ELA Reading and Mathematics Test Materials Return**  
**(Grades 3 and 4 only)**

**April 10 or 13, 2015** Schools must hand-deliver 2015 FSA ELA Reading and Mathematics (Grades 3 and 4) **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**  
**FSA ELA READING AND MATHEMATICS (Grades 3 and 4)**  
**Data Recognition Corporation (DRC) return labels**

**BLUE LABELS** (Early Process) **OR ORANGE** (Schools that receive Blue Labels will not receive Orange)

- **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 Instructions table for guidance on page 6 (FSA Portal resource).
- **Your school's** TO BE SCORED FSA ELA and Mathematics 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 test materials by grade level and subject 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).

**NOT TO BE SCORED**  
**FSA ELA READING AND MATHEMATICS (Grades 3 and 4)**  
**Data Recognition Corporation (DRC) return labels**

**YELLOW LABELS:** Comet Delivery Services will pick-up at schools on May 12-21 the following non-scorable 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 Reading,  
FSA Mathematics, FCAT/FCAT 2.0 Retake, FCAT 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)

**Place the following materials, as applicable per administration, in the District Assessment 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.
- 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** (CBT Only)
- **CBT Work Folders** (used and unused)
- **CBT Worksheets** (used and unused)
- **Algebra/Geometry Reference Sheets** (used)
- **Periodic Tables** (used)
- **Z Tables** (used)

**Note:** CBT Test Tickets, Test Administration and Security Agreement forms, and Test Administrator Activities Agreement forms will remain at the school for one calendar school year. Directions for Completing Grades 3 & 4 FSA ELA Reading and Mathematics Items must be securely destroyed at school.

**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, 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)