

# **“FRIENDLY REMINDER” from the Test Distribution Center (TDC) Spring 2016 FSA ELA Writing Component Test Materials Return**

**March 4 or 7, 2016**

Schools must hand-deliver 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 **Spring 2016 FSA ELA Writing Component Test Administration Manual (TAM)**, pages 97-106.

## **TO BE SCORED**

### **GREEN LABELS OR GREEN STRIPED LABELS** (*Calibration Schools*)

**Special Programs:** Ensure that the Pre-ID labels applied to special program students' test and answer books indicate the correct district/school numbers. See the table for guidance, Writing TAM pages 100-101.

- **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.**

### **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, see Writing TAM pages 103-104.

### **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, see Writing TAM pages 104-105.

**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 Component of the ELA assessment:

- **April 4-8, 2016**--students who complete the Writing Component during this make-up window will be included in **regular reporting**. **Hand-deliver test materials to TDC on April 7-11, 2016.**
- **May 2-6, 2016**—students who complete the Writing Component during this make-up window will be included in **late reporting**. **Hand-deliver test materials to TDC on May 5-9, 2016.**

## **NOT TO BE SCORED**

**YELLOW LABELS:** Place all NOT TO BE SCORED materials (**unused** non-preidentified test and answer books and used test and answer books that should not be processed) in boxes. **Include passage booklets and NOT TO BE SCORED special document materials**, see Writing TAM pages 105-106.

Please note that the District Assessment Coordinator Only Box will be picked-up separately from the NOT TO BE SCORED Boxes.

**Comet Delivery Services will pick-up NOT TO BE SCORED boxes  
on May 11-17, 2016**

## **DISTRICT ASSESSMENT COORDINATOR (DAC) ONLY BOX** **FSA ELA WRITING COMPONENT ADMINISTRATION**

Please retain copies of all of the following FSA ELA Writing documents for your records for one calendar school year. **Do not copy the planning sheets**, as these are considered secure materials.

- **All Planning Sheets** (used with signed *Testing Rules Acknowledgement* and unused, including Large Print planning sheets).
- Original **Administration Record/Security Checklist** or school's developed form with all required administration information, (Writing TAM, pages 19 & 127, blank form provided).
- Original **Security Logs** (Writing TAM, pages 21 & 125, blank form provided).
- Original **Seating Charts** (Writing TAM, page 20, and Training Packet, Attachment E).
- Original **Test Materials Chain of Custody Form** (Writing TAM, pages 11 & 123, blank form provided).
- Original **Accounting for All Secure Documents**.
- Original **School Procedural Checklist (FM-6927)** (Training Packet, Attachment A).

**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.

**PREPARE DAC BOXES FOR RETURN:** Place above mentioned FSA ELA Writing materials in the box, and retain in a secure storage place until all Spring 2016 test administrations have been finalized. Additional Friendly Reminders will be sent to schools via email prior to each testing administration window. Please use a cover sheet to separate the following administrations, as applicable:

### **Box 1 of \_\_\_\_**

- **FSA ELA Writing Component and ELA Writing Retake** (Friendly Reminders with specific information will be emailed to schools, prior to each administration)
- FCAT 2.0 Reading Retake and NGSSS EOC Algebra 1 Retake
- FSA ELA Reading Retake
- FSA ELA Reading and Mathematics
- FCAT 2.0 Science
- FSA EOC (Algebra 1, Geometry, and Algebra 2)
- NGSSS EOC (Biology 1, Civics, and U.S. History)

Do not place a color label on the boxes or pack any test materials. Write ***"District Assessment Coordinator ONLY Box"*** on the boxes.

**Comet Delivery Services will pick-up the  
District Assessment Coordinator Only Box(es)  
on May 31-June 3.**

**No Test Materials will be picked-up at this time.**