

**“FRIENDLY REMINDER” from the Test Distribution Center (TDC)  
Spring 2016 FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake EOC  
Paper-Based Accommodations  
Test Materials Return**

**April 1 or 4, 2016**

Schools must hand-deliver to the Test Distribution Center, by 3:30pm.

**FCAT 2.0 Reading Retake “To Be Scored” Only  
and  
NGSSS EOC Algebra 1 Retake  
“To Be Scored and Not To Be Scored”**

Detailed instructions and packaging diagrams are provided in the Spring/Summer 2016 NGSSS End-of-Course and FCAT 2.0 Retakes Computer-Based Test Administration Manual (CBT & EOC Retakes TAM), pages 66-78.

**TO BE SCORED  
Paper-Based Accommodations**

- **RED LABELS:** NGSSS EOC and FCAT 2.0 Reading Retake test and answer books; include *invalidated* test and answer books in order to be counted for participation purposes.

Complete the Document Count Form by following the instructions on the form. It is important to verify the accuracy of the NUMBER OF TO BE SCORED DOCUMENTS (Box 5) on your Document Count form. Place each completed form on top of the first stack of corresponding “TO BE SCORED” test and answer books. Complete a separate Document Count Form for each Special Program; see CBT & EOC Retakes TAM, pages, 66-69.

**Special Programs:** Ensure that the special program students’ test and answer books indicate the correct district/school numbers. Refer to the table for guidance, CBT & EOC Retakes TAM, pages 66-67.

**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 CBT & EOC Retakes TAM, pages, 71-72 and 76.

- **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 CBT & EOC Retakes TAM, pages, 73-74 and 76.

**NOT TO BE SCORED  
Pearson Labels**

- **YELLOW LABELS:** Place all NOT TO BE SCORED materials (unused non-identified 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 CBT & EOC Retakes TAM, page, 77.

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**  
**FCAT 2.0 Reading Retake and**  
**NGSSS Algebra 1 Retake EOC Administration**

Please retain copies of all of the following documents, as applicable, for your records for one calendar school year.

- Original **Administration Record/Security Checklist** or school's developed form with all required administration information (CBT & EOC Retakes TAM, pages 40 and 119, blank form provided)
- Original **Security Logs** (CBT & EOC Retakes TAM, pages 30 and 117, blank form provided)
- Original **Seating Charts** (CBT & EOC Retakes TAM, page 29 and Training Packet, Attachment E)
- Original **Test Materials Chain of Custody Form** (CBT & EOC Retakes TAM page 41 and 115, blank form provided)
- Original **School Procedural Checklist (FM-6927)** (Training Packet, Attachment B)
- **Session Rosters** (CBT Only)
- **CBT Worksheets** (used and unused)
- **CBT Work Folders** (used and unused)
- **Reference Sheets** (used and unused)

**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 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. Do not place a color label on the boxes or pack any test materials. Write "***District Assessment Coordinator ONLY Box***" on the boxes. Please use a cover sheet to separate the following administrations, as applicable:

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

- FSA ELA Writing Component and ELA Writing Retake
- FSA ELA Reading Retake
- **FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake EOC**
- FSA ELA Reading and Mathematics (Grades 3-4)
- FSA ELA Reading (Grades 4-10) and FSA Mathematics (Grades 5-8)
- FCAT 2.0 Science
- FSA EOC Algebra 1, Geometry, and Algebra 2
- NGSSS EOC Biology 1, Civics, and U.S. History

**ADULT CENTERS:** Hand-deliver the District Assessment Coordinator Only Box to the Test Distribution Center (TDC) by 3:30 p.m. on April 14 or 15.

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