

“FRIENDLY REMINDER” from the Test Distribution Center (TDC)
Spring 2016 End-of-Course EOC Assessments
FSA EOC (Algebra 1, Geometry, Algebra 2) and
NGSSS EOC (Biology 1, Civics, US History)
Paper-Based Accommodations
Test Materials Return

April 29 – May 2, 2016 Schools must hand-deliver **TO BE SCORED** and **NOT TO BE SCORED** **Paper-Based Accommodations** to the Test Distribution Center by 3:30pm.

***Note: No EOC paper tests should remain at the school after the return dates.**

Detailed instructions and packaging diagrams are provided in the following manuals:

- Spring/Summer 2016 FSA Computer-Based Test Administration Manual (FSA CBT TAM), pages 253-262.
- Spring/Summer 2016 NGSSS EOC and Retakes Computer-Based Test Administration Manual (NGSSS CBT TAM), pages 66-78.

“TO BE SCORED”
Pearson Labels

BROWN LABELS: (Biology 1, Civics, and US History)

- Your school’s test and answer books; include ***invalidated*** test and answer books in order to be counted for participation purposes.

Special Programs: Ensure that the Pre-ID label applied to special program students’ test and answer books indicate the correct district/school numbers. Refer to the table for guidance, NGSSS CBT TAM, page 67.

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, do not combine documents for more than one document type under the same 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 NGSSS CBT TAM, page 68.

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 NGSSS CBT 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 NGSSS CBT TAM, pages 73-74 and 76.

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; see NGSSS CBT TAM, page 68.

“TO BE SCORED”
DRC Labels

PURPLE LABELS: (Algebra 1, Geometry, and Algebra 2)

- 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 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; see FSA CBT TAM, pages 259-260.

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; see FSA CBT TAM, pages 260-261.

“NOT TO BE SCORED”
Pearson Return Labels

YELLOW LABELS:

- Place all NOT TO BE SCORED test materials (unused test and answer books, unused documents, and defective test and answer books with all DNS bubbles gridded) in boxes, see NGSSS CBT TAM, page 77.

“NOT TO BE SCORED”
DRC Return Labels

NEON 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 FSA CBT TAM, pages 261-262.

DISTRICT ASSESSMENT COORDINATOR (DAC) ONLY BOX
Spring 2016 End-of-Course EOC Assessments
FSA EOC (Algebra 1, Geometry, Algebra 2) and
NGSSS EOC (Biology 1, Civics, US History)

Please retain copies of all of the following documents for your records for one calendar school year:

- Original **Administration Record/Security Checklist** or school's developed form with all required administration information (NGSSS CBT TAM, page 119, and/or FSA CBT TAM, page 283, blank form provided).
- Original **Security Logs** (NGSSS CBT TAM, page 117, and/or FSA CBT TAM, page 281, blank form provided).
- Original **Seating Charts** (NGSSS CBT TAM, page 29, and/or FSA CBT TAM, page 25 and Training Packet, blank form provided, Attachment E).
- Original **Test Materials Chain of Custody Form** (NGSSS CBT TAM, page 115, and/or FSA CBT TAM, page 279, blank form provided).
- Original **School Procedural Checklist (FM-6927)** (Training Packet, Attachment B).
- **Session Rosters** (NGSSS EOC CBT Only).
- **CBT Worksheets** (used and unused).
- **CBT Work folders** (used and unused).
- **Reference Sheets** (used and unused).
- **Periodic Table of the Elements** (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 along with all other Spring 2016 test administrations' documentation, and retain in a secure storage place until the scheduled pick-up date. 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 EOC Algebra 1 Retake
- 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 May 26 or 27.

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