

**“FRIENDLY REMINDER” FROM THE TEST DISTRIBUTION CENTER (TDC)
FALL 2014 NGSSS EOC RETURN SCHEDULE**

ALL PAPER-BASED ACCOMMODATIONS TEST MATERIALS, LARGE KEY/LARGE DISPLAY TALKING CALCULATORS AND SCIENTIFIC TALKING CALCULATORS MUST BE HAND-DELIVERED TO THE TEST DISTRIBUTION CENTER ON THE DESIGNATED DATES, NO EXCEPTIONS.

**Hand-deliver “TO BE SCORED” & “NOT TO BE SCORED” NGSSS EOC materials
to the Test Distribution Center (TDC) by 3:00 p.m. on
THURSDAY, SEPTEMBER 18 or FRIDAY, SEPTEMBER 19, 2014.**

TO BE SCORED	NOT TO BE SCORED
ALGEBRA 1 (PURPLE LABEL)	<u>ALL</u> Not To Be Scored EOC Assessments (Yellow Label)
BIOLOGY 1 (ORANGE LABEL)	
CIVICS (BROWN LABEL)	
U. S. HISTORY (BROWN LABEL)	
GEOMETRY (GREEN LABEL)	
BRAILLE (PINK LABEL)	
LARGE PRINT Unique Accommodation Only (WHITE LABEL)	
Remember to place the completed <i>Document Count Form</i> under the paper band, on top of the first banded stack labeled 1 of n, of corresponding answer documents. Do not copy <i>blank</i> document count forms. Detailed instructions regarding the packaging and return of NGSSS EOC Assessment materials are available in the 2013-2014 Florida End-of-Course Assessments Test Administration Manual (EOC TAM).	

**Hand-deliver the “DISTRICT ASSESSMENT COORDINATOR ONLY BOX” to TDC
by 3:00 p.m. on WEDNESDAY, OCTOBER 1, 2014.**

- ☐ **Original Administration Record/Security Checklist** or school's developed form with all the required information
- ☐ **Session Rosters** (CBT only)
- ☐ Original **Chain of Custody Form** (PBT Only)
- ☐ Original **Seating Chart**
- ☐ Original **Security Logs**
- ☐ **CBT Work Folders** (used and unused)
- ☐ **CBT Worksheets** (used and unused)
- ☐ **Algebra/Geometry Reference Sheets** (used)
- ☐ **Periodic Tables** (used)
- ☐ Original **School Procedural Checklist** (FM-6927), (Training Packet)
- ☐ Headset Adaptors (splitters), if applicable

Note: The Student Authorization Tickets, *EOC Administration and Security Agreement Form*, and *Test Administrator Prohibited Activities Agreement Form* will remain at the school for one calendar school year. Please retain copies of all of the required administration information for one year. **Do not make copies of the CBT work folders or worksheets.** Write **District Assessment Coordinator Only** on this box and number the box 1 of 1. Do not place a colored label on the box or pack any test materials. This box will be retained for our records at TDC.