

“FRIENDLY REMINDER” from the Test Distribution Center (TDC)
Fall 2015 FSA EOC

September 18, 2015	Schools must hand-deliver “To Be Scored” and “Not to Be Scored” FSA EOC paper-based accommodations test materials to TDC by 3:30 pm.
December 16, 2015*	Schools must hand-deliver the District Assessment Coordinator (DAC) Only Box to TDC by 3:30 pm, for all 2015 Fall and Winter administrations.

Fall 2015 FSA Algebra 1, Geometry, and Algebra 2 EOC (DRC Labels)
<p>PURPLE: “To Be Scored” Test and answer books (paper-based accommodations)</p> <p>Ensure all test and answer books are correctly labeled. To print On-Demand PreID Labels follow the instructions in the TIDE User Guide. Please note that District School Labels will no longer be used on student test and answer books. Plastic Return Bags will also not be used.</p>
<p>WHITE: “To Be Scored” Large Print and One-Item-Per-Page</p>
<p>PINK: “To Be Scored” Braille</p>
<p>NEON YELLOW: “Not To Be Scored” unused non-preidentified & preidentified test and answer books that should not be processed; please note that DO NOT PROCESS Labels will no longer be used. Also, please include “Not To Be Scored” special document materials.</p> <p><i>Please refer to the FSA Fall/Winter 2015 English Language Arts Retake and End-of-Course Assessments Test Administration Manual, Appendix C on pages 128 – 134.</i></p>

District Assessment Coordinator (DAC) ONLY Box:

- 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** (for paper-based administrations only)
- Original **School Procedural Checklist (FM-6927)** (Training Packet)
- **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. **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 box.

*Schools will submit “one” DAC Only Box that will include all EOC and Retake documentation for the 2015 Fall and Winter administrations (as applicable). Please use a cover sheet to separate by administration.