

**“FRIENDLY REMINDER” FROM THE TEST DISTRIBUTION CENTER (TDC)  
FALL 2014 FCAT/FCAT 2.0 RETAKE RETURN SCHEDULE**

ALL PAPER-BASED ACCOMMODATIONS TEST MATERIALS MUST BE HAND-DELIVERED TO THE TEST DISTRIBUTION CENTER ON THE DESIGNATED DATES, NO EXCEPTIONS.

**Hand-deliver “TO BE SCORED” & “NOT TO BE SCORED” paper-based materials to the  
Test Distribution Center (TDC) by 3:00 pm on  
Monday or Tuesday, October 13 or 14**

TO BE SCORED	NOT TO BE SCORED
REGULAR PRINT (RED LABEL)	<b>YELLOW LABEL</b> <ul style="list-style-type: none"><li>• Unused test and answer books,</li><li>• Defective documents with the DNS bubbles gridded, and</li><li>• Unused special document (Braille and large print) materials and any special documents with DNS bubble gridded.</li></ul>
BRAILLE (PINK LABEL)	
LARGE PRINT Unique Accommodation Only (WHITE LABEL)	
Remember to place the completed <i>Document Count Form</i> <u>under</u> 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 in the in the FCAT/FCAT 2.0 Retake TAM.	

**Hand-deliver the “DISTRICT ASSESSMENT COORDINATOR ONLY BOX” to TDC  
by 3:00 pm on Tuesday or Wednesday, October 21 or 22.**

- ☐ **Original Administration Record/Security Checklist** or school’s developed form with all the required information
- ☐ Original **Seating Chart** (Training Packet)
- ☐ Original **Chain of Custody Form** (PBT Only)
- ☐ Original **Security Logs**
- ☐ **CBT Work Folders** (used and unused)
- ☐ **CBT Worksheets** (used and unused)
- ☐ **Session Rosters** (CBT only)
- ☐ **Seal Codes** (CBT only)
- ☐ Original **School Procedural Checklist** (FM-6927) (Training Packet)

**Note:** The Student Authorization Tickets 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.