

“FRIENDLY REMINDER” from the Test Distribution Center (TDC) **Fall 2015 FSA ELA Retake, FCAT 2.0 Reading Retake, and NGSSS EOC**

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| October 16 or 19, 2015 | Schools must hand-deliver “To Be Scored” and “Not to Be Scored” FSA ELA Retake, FCAT 2.0 Retake, and NGSSS EOC paper-based accommodations test materials to TDC by 3:30 pm |
| December 16, 2015 | Schools must hand-deliver the District Assessment Coordinator Only Box to TDC by 3:30 pm, for all 2015 Fall and Winter administrations. |

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| For <u>Pearson</u> packing instructions please refer to the Fall/Winter 2015 End-Of-Course and Retakes manual, pages 74-86. | For <u>FSA</u> packing instructions, please refer to the FSA Fall/Winter 2015 English Language Arts Retake and End-of-Course Assessment manual, pages 126-134. |
| <u>RED</u>: “TO BE SCORED” FCAT 2.0 Reading Retake | <u>ORANGE</u>: “TO BE SCORED” FSA ELA Retake |
| <u>BROWN</u>: “TO BE SCORED” NGSSS EOC (Algebra 1 Retake, Biology 1, Civics, and US History) | <u>WHITE</u>: “TO BE SCORED” Large Print and One-Item-Per-Page |
| <u>WHITE</u>: “TO BE SCORED” Large Print and One-Item-Per-Page | <u>PINK</u>: “TO BE SCORED” Braille |
| <u>PINK</u>: “TO BE SCORED” Braille | |
| Notes: Complete a Document Count Form and paper band for each document type. Place each completed form on top of the first stack of corresponding “TO BE SCORED” test and answer documents. A separate Document Count Form must be completed for each Special Program. | Notes: 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. |
| <u>YELLOW Retake</u>: “NOT TO BE SCORED” Unused test/answer books (non-preidentified and preidentified), defective documents with all DNS bubbles gridded, used and unused FCAT 2.0 Reading Passage Booklets, and unused special documents (large print, braille, and one-item-per-page) test materials. | <u>NEON YELLOW</u>: “NOT TO BE SCORED” Unused non-preidentified & preidentified test and answer books that should not be processed, used and unused Reading and Writing Passage Booklets. Please note that DO NOT PROCESS Labels will no longer be used. Also, please include “Not To Be Scored” special document materials. |
| <u>YELLOW EOC</u>: “NOT TO BE SCORED” Unused test/answer books (non-preidentified and preidentified), defective documents with all DNS bubbles gridded, and unused special documents. | |

District Assessment Coordinator 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**
- Original **School Procedural Checklist (FM-6927)** (Training Packet)
- **Session Rosters** (FCAT 2.0 and NGSSS EOC CBT Only)
- **Planning Sheets** (used and unused) (paper-based AND computer-based ELA Writing)
- **Large Print Planning Sheets** (used and unused) (paper-based AND computer-based ELA Writing)
- **CBT Work Folders** (used and unused)
- **CBT Worksheets** (used and unused)
- **Algebra 1 Retake EOC Reference Sheets** (used and unused)
- **Periodic Table of the Elements** (used and unused)

Note: CBT Test Tickets, Seal Codes, 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 copy work folders or worksheets. Do not place a colored label on the boxes or pack any test materials.** Write ***“District Assessment Coordinator ONLY”*** on the box.