

ATTACHMENT G
“FRIENDLY REMINDER” FROM THE TEST DISTRIBUTION CENTER (TDC)
SPRING 2014 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 all “TO BE SCORED”, “NOT TO BE SCORED”, and the District Coordinator Only Box to the Test Distribution Center (TDC) by 3:30 pm as follows:

Return Dates	“TO BE SCORED”
<u>Thursday or Friday,</u> <u>May 8 or 9</u>	ALGEBRA 1 (PURPLE LABEL) CIVICS (BROWN LABEL) U. S. HISTORY (BROWN LABEL)
<u>Thursday or Friday,</u> <u>May 15 or 16</u>	BIOLOGY 1 (ORANGE LABEL) and GEOMETRY (GREEN LABEL)
For the return of Special Documents, please follow the aforementioned school return dates.	BRAILLE (PINK LABEL)
	LARGE PRINT (WHITE LABEL) (Unique Accommodation Only)
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 EOC Assessment materials are available in the 2013-14 <i>Florida End-of-Course Assessments Test Administration Manual (TAM)</i> .	
<u>Tuesday – Wednesday,</u> <u>May 27 or 28</u>	“NOT TO BE SCORED” (YELLOW LABEL) Unused test and answer books and defective documents with the DNS bubbles gridded. Include unused special document (Braille and large print) materials and any special documents with DNS bubble gridded.
<u>Tuesday – Friday,</u> <u>May 27-30</u>	“DISTRICT ASSESSMENT COORDINATOR ONLY BOX”

“District Assessment Coordinator Only Box”

- ☐ **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** (Training Packet)
- ☐ 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 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.