***“FRIENDLY REMINDER”***

**ATTACHMENT G**

**FROM THE TEST DISTRIBUTION CENTER (TDC)**

**SPRING 2014 FCAT/FCAT 2.0 RETAKE AND RMS TEST MATERIALS RETURN**

***TO BE SCORED***

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**OLIVE LABELS (Reading & Mathematics Retake)**

* **Special Programs:** Florida Virtual Full-Time 9-12 and Miami-Dade Online Academy: Reading & Mathematics Retake paper-based answer documents. Please refer to the *Spring 2014 Reading, Mathematics, and Science Paper-based Test Administration Manual* (PBT TAM*)* charts on pages 10 and 263 for the specific district and school number for each special program.
* **Your school:** Reading & Mathematics Retake paper-based answer documents, including any ***invalidated*** tests.

**BLUE LABELS (Grade 3)**

* **Special Programs:** Florida Virtual Full-Time K-8, Florida Virtual Academy, Miami-Dade Online Academy, Home Education, McKay Scholarship (Private school ONLY), Florida Tax Credit Scholarship (FTC), and Hospital/Homebound Program: Grade 3 answer documents only. Please refer to the (PBT TAM) charts on pages 10 and 263 for the specific district and school number for each special program. Note that information for the Hospital/Homebound Program is in the Training Packet.
* **Your school:** Grade 3 answer documents, including any ***invalidated*** tests.

**RED LABELS (Grades 4 – 10)**

* **Special Programs:** Florida Virtual Full-Time K-8, Florida Virtual Full-Time 9-12, Florida Virtual Academy, Miami-Dade Online Academy, Home Education, McKay Scholarship (Private school ONLY), Florida Tax Credit Scholarship (FTC), and Hospital/Homebound Program: Grades 4-10 answer documents only. Please refer to the (PBT TAM) charts on pages 10 and 263 for the specific district and school number for each special program. Note that information for the Hospital/Homebound Program is in the Training Packet.

* **Your school:** Grades 4-10 answer documents, including any ***invalidated***tests.

**WHITE LABELS Special Documents (Large Print and One-Item-Per-Page)**

* ***TO BE SCORED*** Only. See the PBT TAM, packaging diagram on page 272; and pages 267 and 268.

**PINK LABELS Special Documents (Braille)**

* ***TO BE SCORED*** Only. See the PBT TAM, packaging diagram on page 272; and pages 269-270.

**Place the completed *Document Count Form* under the paper band, of the first stack labeled 1 of n, of corresponding answer documents. A separate form must be completed for each grade level and document type. For *TO BE SCORED* Special Documents complete one *Document Count Form* for each student per document type, and place it inside the student’s first Special Document Return Envelope. Do not copy blank document count forms. It is vital that all information on this form be accurate.**

**ATTACHMENT G** (continued)

Note: For return of Special Documents include the regular print Answer Book/Answer Folder or Test and Answer Book in the student’s Special Document Return Envelope.

Note: Place ***invalidated*** test documents on top of the *TO BE SCORED* documents, under the *Document Count Form*. Reasons for invalidations are listed in the (PBT TAM), pages 23-24.

Pack talking calculators ***separately*** from Special Documents materials and return on the scheduled dates.

***TO BE SCORED***

**Schools must hand deliver all *TO BE SCORED* test materials to the Test Distribution Center (TDC) before 3:30 p.m., as follows:**

|  |  |
| --- | --- |
|  **COLOR LABEL BOXES****(Total the number of boxes per color label)** | **SCHOOL RETURN DATES****(No exceptions)** |
| **OLIVE – Reading & Mathematics Retake To Be Scored**Special Documents for Retake students must also be returned.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**BLUE – Grade 3 ONLY\* To Be Scored**\*No other materials will be accepted due to space availability. Special Documents for students in Grade 3 must also be returned.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**RED – To Be Scored** Grade 4 Reading and Math; Grade 5 Reading and Science; Grade 7 Math; Grade 8 Math and Science; and Paper-based Accommodations for Grades 6, 7, 9, and 10 Reading \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**RED - To Be Scored** Grade 5 Math; Grade 6 Math; and Grade 8 Reading - Paper-based Accommodations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**SPECIAL DOCUMENTS****WHITE**  – ***TO BE SCORED*** Large Print and One-Item-Per-Page **PINK** – ***TO BE SCORED*** Braille ***Special Documents need to be accounted for to ensure that no test documents are inadvertently left behind at the school site.***Pack talking calculators separately from Special Documents test materials and place in the manila envelope provided by TDC. | **Wednesday – Thursday, April 9-10, 2014**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Thursday - Friday, April 24 – 25, 2014****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Tuesday – Thursday, April 29 - May 1, 2014**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Tuesday – Wednesday, May 6 – 7**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For the return of Special Documents, please follow the aforementioned school return dates. |
| **Adult Education Centers:** Hand-deliver ALL FCAT/ FCAT 2.0 Reading & Mathematics Retake materials on Monday-Thursday, April 14 – 17th, 2014 to the Test Distribution Center (TDC), 13135 SW 26th Street, Miami, FL 33175 by 3:30pm. |

**ATTACHMENT G (**continued)

***NOT TO BE SCORED***

**YELLOW LABELS**

* Test books (used and unused).
* Reading Passage Booklets (used and unused), if applicable.
* Unused answer documents (preidentified and non-preidentified).
* Defective documents with all DNS bubbles gridded.
* UNUSED SPECIAL DOCUMENTS (Large Print, One-Item-Per-Page, and Braille).

*Special Documents need to be accounted for to ensure that no test documents are inadvertently left behind at the school site.*

**DISTRICT ASSESSMENT COORDINATOR ONLY BOX**

* Original ***Administration Record*/*Security Checklists*** or school’s developed form with all the required information, (PBT TAM pages 335, sample provided).
* Original ***Security Logs***, (PBT TAM pages 333, sample provided).
* CBT Work Folders (used and unused) (Computer-based testing only).
* CBT Worksheets (used and unused) (Computer-based testing only).
* Original ***Seating Charts***, (Training Packet, Attachment F, sample provided).
* Original ***Chain of Custody Form (PBT Only)*** (PBT TAM page 331).
* Reference sheets and Periodic Table of the Elements (used and unused).
* Session Rosters (Computer-based testing only).
* Seal Codes (Computer-based testing only).
* Original ***Accounting for All Secure Documents*** (FCAT/FCAT 2.0 Training Packet, Attachment H).
* Original ***School Procedural Checklist* (FM-6927)**, (FCAT/FCAT 2.0 Training Packet, Attachment B).

**Note: Please retain copies of all of the above documents for your records for one year. Do not copy the Work Folders, Worksheets, or used Reference Sheets.**

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.

**Comet Delivery Services will pick-up *NOT TO BE SCORED* materials and District Assessment Coordinator Only Box from schools, as follows:**

|  |  |
| --- | --- |
| * **Yellow Label**

(Include within this total any *NOT TO BE SCORED* Special Documents yellow label boxes)* **District Assessment Coordinator Only Box**
 | **May 12-20, 2014** |

**Please note that approved four-function calculators remain at the school site, except for talking calculators.**