

“FRIENDLY REMINDER” from the Test Distribution Center (TDC)
Spring 2015 FCAT/FCAT 2.0 Reading and Mathematics Retakes and /or NGSSS
Algebra 1 EOC Retake Test Materials Return

April 2 or 3, 2015

Schools must hand-deliver “To Be Scored” paper-based test materials Only for FCAT/FCAT 2.0 Reading and Mathematics Retakes and /or NGSSS Algebra 1 EOC Retake to the Test Distribution Center, by 3:30pm

“TO BE SCORED”
Reading, Mathematics, and Algebra 1 Retakes

RED LABELS

- **Special Programs:** Florida Virtual Full-Time 9-12 and Miami-Dade Online Academy: Reading & Mathematics Retakes and/or Algebra 1 EOC Retake paper-based test and answer books. Please refer to the Spring 2015 FCAT/FCAT 2.0 Computer-Based EOC and Retakes manual, for the specific district and school number for each special program (page 144).
- **Your school:** Reading & Mathematics Retakes and/or Algebra 1 EOC Retake paper-based test and answer books, including any *invalidated* tests.

Place the completed *Document Count Form* under the paper band, of the first stack labeled 1 of n, of corresponding test and answer books, a separate form must be completed for each document type.

WHITE LABELS: (Large Print and One-Item-Per-Page)

- Do not place materials for more than one student in the same Special Document Return Envelope. Seal the envelope(s) and place the envelope(s) in the boxes in which they arrived. Refer to the return of Large Print and One-Item-Per-Page materials (manual, pages 148-149).

PINK LABELS: (Braille)

- Do not place materials for more than one student in the same Special Document Return Envelope. Seal the envelope(s) and place the envelope(s) in the boxes in which they arrived. Refer to the return of Braille materials (manual, pages 150-151).

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.

NOT TO BE SCORED
Reading, Mathematics, and Algebra 1 Retakes

YELLOW LABELS (Pearson): Comet Delivery Services will pick-up at schools on May 12-21 the following test documents:

Place all "Not To Be Scored" materials (unused test and answer books, unused non-identified and identified documents, and defective documents with all DNS bubbles gridded) in boxes. Include unused special document (Large Print, Braille, and One-Item-Per-Page) materials.

Please note that new this year, the District Assessment Coordinator Only Box will be picked-up separately from the NOT TO BE SCORED boxes.

DISTRICT ASSESSMENT COORDINATOR ONLY BOX
For All Spring 2015 FSA Writing Component, FSA ELA Reading, FSA Mathematics, FCAT/FCAT 2.0 Retakes, Algebra 1 EOC Retake, FCAT Science, NGSSS EOC, and FSA EOC Assessments

Comet Delivery Services will pick-up on May 28-June 3.
(No Test Materials will be picked-up at this time)

Adult Centers ONLY: hand-deliver the "District Assessment Coordinator Only" Box and calculators to TDC on April 14-17, 2015.

Place the following materials, as applicable per administration, in the District Assessment ONLY Box:

- **All Planning Sheets** (used with signed Testing Rules Acknowledgement and unused) Do not copy the planning sheets.
- 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 **Accounting for All Secure Documents**
- Original **School Procedural Checklist (FM-6927)** (Training Packet)
- **Session Rosters** (CBT Only)
- **CBT Work Folders** (used and unused)
- **CBT Worksheets** (used and unused)
- **Algebra/Geometry Reference Sheets** (used)
- **Periodic Tables** (used)
- **Z Tables** (used)

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 boxes and separate materials as follows:

Box 1 of ____

- FSA ELA Writing Component, ELA Reading, Mathematics
- FCAT 2.0 Science
- FCAT/FCAT 2.0 Reading and Mathematics Retakes
- NGSSS Algebra 1 EOC Retake

Box 1 of ____

- FSA EOC (Algebra 1, Geometry, and Algebra 2)
- NGSSS EOC (Biology 1, Civics, and U.S. History)