

“FRIENDLY REMINDER” from the Test Distribution Center (TDC) **Summer 2015 NGSSS and FSA EOC**

July 20, 2015	Schools must hand-deliver “To Be Scored” and “Not to Be Scored” NGSSS and FSA EOC paper-based accommodations test materials to TDC by 3:30 pm
July 24, 2015	Schools must hand-deliver the District Assessment Coordinator Only Box to TDC by 3:30 pm.

“TO BE SCORED”

NGSSS Algebra 1 Retake, Biology 1, and US History EOC (Pearson Labels)	FSA Algebra 1, Geometry, and Algebra 2 EOC (DRC Labels)
BROWN: Regular Print	PURPLE: Regular Print
WHITE: Large Print and One-Item-Per-Page	WHITE: Large Print and One-Item-Per-Page
PINK: Braille	PINK: 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: Place “TO BE SCORED” FSA paper-based test materials by subject in the plastic return bags, included in your test materials shipment.

“NOT TO BE SCORED”

YELLOW Unused test/answer books (non-preidentified and preidentified) and defective documents with all DNS bubbles gridded <i>For Pearson packing instructions, please refer to the Spring 2015 Computer-Based End-Of-Course and Retakes manual pages 143-155.</i>	NEON YELLOW Unused non-preidentified test and answer books and test and answer books with DO NOT PROCESS labels applied. Note: Apply DO NOT PROCESS LABELS to any “NOT TO BE SCORED” test and answer books with PreID labels affixed, even if the document is blank. <i>For FSA packing instructions please refer to the FSA Paper-Based Materials Return Instructions manual pages 3-13.</i>
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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** (NGSSS CBT Only)
- **CBT Work Folders** (used and unused)
- **CBT Worksheets** (used and unused)
- **Algebra 1 Retake EOC Reference Sheets** (used)
- **Periodic Table of the Elements** (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 box