

“FRIENDLY REMINDER” from the Test Distribution Center (TDC)
WINTER 2016 FSA and NGSSS EOC & Retakes

December 8-9, 2016	Schools must hand-deliver “ To Be Scored ” and “ Not to Be Scored ” FSA & NGSSS EOC Retake paper-based accommodations test materials to TDC by 3:30 pm.
December 19, 2016	Schools must hand-deliver the District Assessment Coordinator Only Box to TDC by 3:30 pm.

“TO BE SCORED”

For NGSSS EOC & Retakes packing instructions (please refer to the Fall/Winter 2016 CBT EOC manual, pages 64-76).	For FSA EOC & Retakes packing instructions (please refer to the Fall/Winter 2016 FSA CBT End-of-Course manual, pages 143-152).
BROWN LABEL: NGSSS EOC & Retakes regular print	PURPLE LABEL: FSA EOC & Retakes regular print
WHITE LABEL: “TO BE SCORED” Large Print and One-Item-Per-Page	WHITE LABEL: “TO BE SCORED” Large Print and One-Item-Per-Page
PINK LABEL: “TO BE SCORED” Braille	PINK LABEL: “TO BE SCORED” Braille
Notes: Complete a Document Count Form and paper band. 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, if applicable.	Notes: Ensure all test and answer books are correctly labeled. Document Count Forms are NOT provided, and therefore are not required for processing FSA TO BE SCORED documents. Place TO BE SCORED regular print test materials by subject in the plastic return bags included in your shipment.

“NOT TO BE SCORED”

YELLOW LABEL: Unused test/answer books, defective documents with DNS bubbles gridded. Include NOT TO BE SCORED special document materials.	NEON YELLOW LABEL: Unused test/answer books, and defective documents with DNS bubbles gridded. Include NOT TO BE SCORED special document materials.
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District Assessment Coordinator ONLY Box:
(Do Not Pack Paper-based test materials in these boxes)

- Original **Administration Record/Security Checklist** or school’s developed form with all required administration information (NGSSS CBT TAM, page 117, and/or FSA CBT TAM, page 173, blank form provided)
- Original **Security Logs** (NGSSS CBT TAM, page 115, and/or FSA CBT TAM, page 171, blank form provided)
- Original **Seating Charts** (NGSSS CBT TAM, page 27, and/or FSA CBT TAM, page 25 and Training packet, Attachment)
- Original **Test Materials Chain of Custody Form** (PBT only) (NGSSS CBT TAM, page 113, and/or FSA CBT TAM, page 169, blank form provided)
- Original **School Procedural Checklist (FM-6927)** (Training Packet, Attachment)
- **Session Rosters** (NGSSS EOC CBT ONLY)
- **CBT Work Folders** (used and unused)
- **CBT Worksheets** (NGSSS EOC CBT ONLY)
- **Reference Sheets** (used and unused)
- **Period Table of the Elements** (used and unused)

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 copy planning sheets or worksheets. Do not place a colored label on the boxes or pack any test materials. Write “District Assessment Coordinator ONLY” on the box.**