2011 Florida Comprehensive Assessment Test (FCAT)

Reading, Mathematics, and Science Assessments
Elementary School Training

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FCAT Session Schedule: Week 1

Day 1 – Monday, April 11		
Grades 3, 4	Reading – Session 1	70 minutes
Grade 5	Mathematics – Session 1	70 minutes
Day 2 – Tuesday, April 12		
Grade 3, 4	Reading – Session 2	70 minutes
Grade 5	Mathematics – Session 2	70 minutes
All Grades	Make-up Testing	
Day 3 – Wednesday, April 13		
Grade 3, 4	Mathematics – Session 3	70 minutes
Grade 5	Reading – Session 3	70 minutes
All Grades	Make-up Testing	
Day 4 – Thursday, April 14		
Grade 3, 4	Mathematics – Session 4	70 minutes
Grade 5	Reading – Session 4	70 minutes
All Grades	Make-up Testing	
Day 5 – Friday, April 15		
All Grades	Make-up Testing	

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FCAT Session Schedule: Week 2

Day 6 – Monday, April 18		
All Grades	Make-up Testing	
Day 7 – Tuesday, April 19		
Grade 5	Science – Session 5	55 minutes
All Grades	Make-up Testing	
Day 8 – Wednesday, April 20		
Grade 5	Science – Session 6	55 minutes
All Grades	Make-up Testing	
Day 9 and 10 – Thursday, April 21 and Friday, April 22		
All Grades	Make-up Testing	

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What's New for FCAT 2011

NEW!

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What's New for FCAT 2011   NEW!

- The 2010–2011 school year is a year of transition for the Statewide Assessment Program. Students will participate in the following assessments for this administration:
  - Grades 3–10 students participate in FCAT 2.0 Reading.
  - Grades 3–8 students participate in FCAT 2.0 Mathematics.
  - Grades 5 students participate in FCAT Science.
- Schools will no longer be selected as Calibration schools. Blue Calibration labels will no longer be produced and distributed; peach, red, and white labels will be used for all **TO BE SCORED** materials, as applicable.
- The daily session schedule and session lengths for this administration differ from previous administrations. Districts must not deviate from this schedule without prior written approval from the FDOE.

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What's New for FCAT 2011   NEW!

- Short- and extended-response items have been removed from all assessments.
- Administration Record/Security Checklists pre-populated with security numbers of secure documents will now be available in PearsonAccess at the school level.
- First school box in each school's shipment is a white box with a red stripe for easy identification.
- The Grade 5 Mathematics Reference Sheet and the Science Reference Sheet are no longer perforated pages in the front of test books. They will be packaged as stand-alone pages and shipped with test materials.
- There is a new braille ruler for Grades 3 and 4 students using braille materials.

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What's New for FCAT 2011 NEW!

- There is a new category on student grid sheets and preidentification labels for Ethnicity to capture whether a student is Hispanic or Latino. If demographic information is gridded by hand, the Y bubble must be gridded for Yes, or the N bubble must be gridded for No. Instructions for completing this category are provided on page 11 of the manual

- Updates have been made to the Race category on student grid sheets and labels. If demographic information is gridded by hand, the Y bubble must be gridded for Yes, or the N bubble must be gridded for No next to each category. More than one Y bubble may be gridded as students may fall into more than one category. Instructions for completing this category are provided on page 11 of the manual

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Reminders for FCAT 2011

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Reminders for FCAT 2011

- Inappropriate actions by school or district personnel before, during, or after test administration may result in consequences such as test invalidations and/or loss of teaching certification.

- The FDOE encourages you to recycle

- Large print, braille, and one-item-per-page materials return instructions for district assessment coordinators are located in the *District Assessment Coordinator Responsibilities After Testing* section of the manual.

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Reminders for FCAT 2011

- **Nothing is allowed on desks except test materials**
  - **STUDENT'S IN POSSESION OF AN ELECTRONIC DEVICES = INVALIDATION**
  - **NO SCRATCH PAPER**
  - **NO NOTES**
- **No electronic dictionaries for LEP students**

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Reminders for FCAT 2011

- **You may use pre-ID labels or preprinted answer sheets if ALL of the following information is correct (even if other information is incorrect)**

  - **Student Name**
  - **Identification Number:** Use the student's **External Number** from TERMS
  - **Grade Level**
  - **District/School Number**

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Reminders for FCAT 2011

- **Forms and materials such as manuals and required documentation can be found at www.PearsonAccess.com/fl, under the *Support* tab.**

- **Test administrators must NOT administer the FCAT to their family members. Students who are related to their assigned test administrator should be reassigned to an alternate test administrator**

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Reminders for FCAT 2011

- **If a student starts a test and leaves without finishing (for an appointment, illness, etc.), he/she will NOT be allowed to complete the test**
  - **No exceptions will be made once the student leaves the school's campus; therefore, if you have concerns about a student, you should not allow the student to begin**
  - **Instead, consider administering the test on one of the make-up days**

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Reminders for FCAT 2011

- **A student with the accommodation of extra time must complete one session before continuing to the next session**
- **Test Administrators are required to use ALL of the allotted time in each SSS session and should not end a session early**
- **Manuals must be provided to itinerant teachers well in advance of the FCAT**
- **There are special instructions for packing materials for Florida Virtual students' answer documents**

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Reminders for FCAT 2011

- **FCAT 2.0 Rulers for use in Session 4 only of Grades 3 and 4 Mathematics will be provided on perforated sheets with other test materials. Grades 3 and 4 students using large print or one-item-per-page materials will also use regular FCAT 2.0 Rulers. Rulers should not be distributed for Session 3**
- **Students taking the Grade 5 Mathematics test will use a Grade 5 Mathematics Reference Sheet.**
- **There is only one Document Count Form for the Reading, Mathematics, Science, and Retake documents, including all special documents (large print, braille, one-item-per-page). The accuracy of the NUMBER OF**
- **TO BE SCORED documents on Document Count Forms should be verified prior to returning materials. An inaccurate number on the form will delay the scanning process.**
- **Schools must adhere to the daily testing schedule distributed by the Student Assessment Department.**

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Reminders for FCAT 2011

Three Options for Collecting Materials:

- Option A: Students close the test book and sit quietly with materials in front of them until everyone is finished

- Option B: Students raise their hands when finished, Test Administrator collect materials. Students sit quietly until everyone has finished

- Option C: Students raise their hands when finished; Test Administrator collect materials. Students are permitted to read a book, but may not write, until everyone has finished

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Students to be tested

- **Reading and Mathematics: Grades 3–10**
- **Reading and Mathematics RETAKE Tests:**
  - **Grades 11–Adult students who have NOT passed the Grade 10 FCAT in Reading and/or Mathematics**
  - **Retained Grade 10 students with ANY Grade 10 FCAT Reading and/or Mathematics score on file**
  - **Certificate of Completion students**
  - **Students in the SECOND or THIRD year of the Three-Year Graduation Program**
- **Science: Grades 5, 8, and 11**

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Special Groups

- **Home Education Program students**
  - **MAY participate in the FCAT administration appropriate for their grade-level (Grades 3–10)**
  - **MAY take the FCAT Science test (Grade 11)**
  - **May NOT take the Retake tests**
- **McKay Scholarship Program students**
  - **In PRIVATE schools MAY participate**
  - **In PUBLIC schools MUST participate**
  - **May NOT take the Retake test**
- **Florida Tax Credit (FTC) Scholarship Program students**
  - **INDIVIDUAL students MAY participate in the FCAT appropriate for their grade-level**
  - **May NOT take the Retake test**
- **District's Virtual Instruction Program Students**
  - **All grades MUST participate**
- **K-8 Virtual School Continuity Program students (Connections Academy and Florida Virtual Academy)**
  - **ALL Grades (3–8) MUST participate**
- **English Language Learners (ELLs)**
  - **ALL ELLs are expected to participate in FCAT Reading and Writing.**
  - **ALL ELLs are expected to participate in the FCAT Mathematics and Science tests.**

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Special Groups*

- **Home Education**: #9998
- **McKay Scholarship**: #3518
- **Hospital/Homebound**: NO SPECIAL CODE FOR HH
- **Florida Virtual School(s)**
  - Formerly Connections Academy: Packaged in Separate Envelope: **District #71; School #7078**
  - Formerly Florida Virtual Academy: Packaged in Separate Envelope: **District #50; School #7079**
    - *Scores not aggregated with district/school data
    - *Packaged separately for return and scoring

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Special Groups Contact Information:

- **Home Education**:
  District Guidance at (754) 321-2586
- **McKay Scholarship**:
  Jenny Ligas at (754) 321-2553
- **Hospital/Homebound**:
  Darryl Wilson at (754) 321-7320
- **Formerly Florida Virtual School** :
  Karl Yeats (754) 321-4250

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Make-up Procedures

- Make-up testing may begin on Day 2 of the testing window
- Make-up administrations must occur only **AFTER** regular testing
- Distribute make-up materials on day of testing
- Return materials immediately after each make-up session
- Maintain test security during make-ups
- You must provide make-ups during the ENTIRE testing window.

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Student Test Materials

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Test Book/Answer Document Configuration- Elementary

GRADE	DOCUMENT TITLE	ITEM TYPE	
		Multiple Choice	Gridded Response
3	Reading Test and Answer Book	✓	
	Mathematics Test and Answer Book	✓	
4	Writing Folder		
	Reading Test and Answer Book	✓	
	Mathematics Test and Answer Book	✓	✓
5	Mathematics Test and Answer Book	✓	✓
	Reading Test Book / Reading Answer Folder	✓	
	Science Test and Answer Book	✓	

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Additional Materials

Grade Level	Writing Planning Sheet	FCAT/ FCAT 2.0 Calculator	Mathematics Reference Sheet	Science Reference Sheet/Periodic Table	Ruler	CBT Work Folder
3	N/A	NO	NO	N/A	YES*	N/A
4	YES	NO	NO	N/A	YES*	N/A
5	N/A	NO	YES	NO	NO	N/A
6	N/A	NO	YES	N/A	NO	N/A
7	N/A	YES	YES	N/A	NO	N/A
8	YES	YES	YES	YES	NO	N/A
9	N/A	YES	N/A	N/A	NO	N/A
10	YES	YES	YES	N/A	NO	YES
11	N/A	N/A	N/A	YES	NO	N/A
RETAKE	N/A	YES	YES	N/A	NO	YES

* Grades 3 & 4 FCAT 2.0 Mathematics Session 4 ONLY

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Using Preidentified Documents

- Use the label if ALL of the following information is correct (even if other information is incorrect)
  - **Student Name**
  - **Identification Number:** Use the student's **External Number** from TERMS
  - **Grade Level**
  - **District and School Number**
- Grid any missing information in the appropriate sections of the grid sheet
- Place labels on documents in the order they are packaged

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Preidentification of Answer Documents

- Labels and answer sheets sorted alphabetically by Homeroom (Period 0000) teacher
- Carefully check labels
- Only the school coordinator and staff designated by the principal may open packages
- The labels must be affixed in a locked office and the sealed books must **NOT** be opened
- Books must be returned to locked storage
- Place labels on documents in the order they are packaged
- Make sure Pre-ID materials are distributed to the correct student

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Sample Student Label

- Affix the label in the box in the **lower left corner** of the student grid sheet.
- Do not remove labels once they have been affixed.
- Do not place a label over another label.

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Student Grid Sheet

Registration Mark

Student Information (must be completed by the student)

Student Demographic Information

Student Label Area

School Use Only DNS and UNDO bubbles

Registration Mark

Grade Level/ Content Assessed

Form Code

Security Number Area

Timing Tracks

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Security Numbers

- A security number consists of a nine-digit number followed by a check digit.

20770 9661 –9

- Written documentation of the number ranges must be maintained at all times during distribution and return of materials.
  - Pre-populated Administration Record/Security checklist is provided with a list of security numbers for all secure documents assigned to each school
  - A blank copy of the checklist is provided as a perforated page in Appendix C of the manuals.
    - As directed by school coordinator, test administrator may use the pre-populated administration record/security checklist, a blank copy of the checklist, or may make his/her own comprehensive record of security numbers.
    - Security number(s) of the document(s) assigned to and returned by each student should be recorded and verified at the completion of each day of testing.
    - Security numbers of secure materials not already listed MUST be added to the record with the names of the students to whom the test materials are assigned. 29

RMS Test Materials
School Box Contents

- **School Boxes:**
- School Cover Memo
- Packing List
- PreID Rosters
- PreID Labels
- School Assessment Coordinator Kit – clear plastic bag
  - Document Count Forms
  - Paper Bands
  - **Peach** Labels (TO BE SCORED – Grade 3 and Retake Materials)
  - **Red** Labels (Grades 4-11 TO BE SCORED Materials)
  - **Yellow** Labels (NOT TO BE SCORED Materials)
  - **White** Labels (Large Print, Braille, and One-Item-Per-Page Materials), if applicable
  - FCAT 2.0 Rulers (Grades 3 and 4 Mathematics only)
- Reference Sheets
- Work Folders, if applicable (CBT Grade 10/Retake Mathematics)
- Reading Passage Booklets, if applicable (CBT Reading Retake accommodation)
- Reading, Mathematics, and Science Test Books, Test and Answer Books, Answer Books, and Answer Folders

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RMS Test Materials
School Boxes (continued)

- **Special Document Boxes:**
- Special Document Kits, if applicable
  - Special Documents Cover Memo
  - **White** Labels (Large Print, Braille, and OIPP Materials)
  - Document Count Forms
  - Special Document Return Envelope(s)
  - Test Materials

- Save the original boxes for returning large print, braille, and OIPP materials.

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Test Invalidation

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Sample DO NOT SCORE (DNS)
&
Writing Sample **UNDO Bubbles**

SCHOOL USE ONLY
○ DNS - W
○ UNDO - W

Reading, Mathematics, & Science Samples

SCHOOL USE ONLY
○ DNS - R
○ UNDO - R

SCHOOL USE ONLY
○ DNS - M
○ UNDO - M

SCHOOL USE ONLY
○ DNS - R   ○ DNS - M
○ UNDO - R   ○ UNDO - M

SCHOOL USE ONLY
○ DNS - S
○ UNDO - S

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Test Invalidation

The DNS Bubble MUST be gridded on a USED document if:

- A test **MUST** be invalidated if any of the following circumstances occur:
  1. A student has an electronic device during testing.
  2. A student is cheating during testing.
  3. A student is disruptive during testing.

    Situations involving possession of electronic devices, possible cheating, or disruptive behavior should be investigated and discussed with the school assessment coordinator and site administrator before a final invalidation decision is made
- Return ALL invalidated tests with the DNS bubble(s) gridded with all other TO BE SCORED (red-labeled) materials.
  - This will ensure that the student's record is on the electronic file, but the student will not receive a score.

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Possible Test Invalidation

- A test **MAY** be invalidated if any of the following circumstances occur:
  - A student becomes ill and is unable to finish, OR a student is not allowed the correct amount of time.
  - A student was given an accommodation not allowed on the FCAT/FCAT 2.0.
  - A student was given an accommodation not on the student's IEP, Section 504 plan, or ELL plan.
  - A student was **not** provided an allowable accommodation listed on the student's IEP, Section 504 plan, or ELL plan.
  - An error occurs in test administration or procedures that could compromise the validity of the test results (e.g., students had access to an unauthorized visual aid that gave an unfair advantage).

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Do NOT Invalidate

1. Student withdrew before starting a test
2. Student absent for a session or the entire testing window
3. <u>Unused</u> defective answer document
4. <u>Unused</u> incorrect preidentified information

   Package for return with NOT TO BE SCORED materials.
   Do **NOT** attempt to remove an affixed label.

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Defective Materials

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Defective Test Books

- If a defective test book is identified **before** testing, give the student a replacement test book.
  - Return defective books with the NOT TO BE SCORED materials
- If a student discovers he/she has a defective test book **during** testing, give the student a replacement test book with the same form code.
  - If the same form code book is not available, give the student a book with any form code, and bubble the replacement form code on the student grid sheet.

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Defective Materials (continued)

Answer Documents

- If a defective answer document (answer folder, answer book, and test and answer book) is identified **before** testing, give the student a replacement document.
  - Return defective documents with the NOT TO BE SCORED materials.
- DNS bubble MUST be gridded if any of the following circumstances occur:
  - Document is defective and USED
  - Student Name, Student ID Number, District Number, School Number, OR Grade Level (except for Retake) is INCORRECT on a label affixed to a USED document
  - A student label has been placed over another student label on a **USED** document
- If any of the three circumstances occurs **during** testing, give the student a replacement document. When the student completes the session, he/she must, under the supervision of the test administrator, transfer the exact responses from the defective document to the replacement.

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Defective Answer Documents (continued)
(Answer Folder, Answer Book, or Test and Answer Book)

- Under the following circumstances, it is NOT necessary to grid the DNS bubble if the document has been packaged properly for return with all other NOT TO BE SCORED materials.
  1. Preidentified document belongs to a student who has withdrawn before testing begins.
  2. Preidentified document belongs to a student who has been absent during the entire testing window.
  3. Document is defective and UNUSED (found before testing begins)
  4. Preidentified information is incorrect and the document is UNUSED.

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Test Security

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Test Security

Do NOT:
- **Read, reveal, or copy test items**
- **Interpret or read items to students**
- **Change or interfere with student responses**
- **Read or copy student responses**
- **Fail to follow security procedures and test administration directions**
- **Fail to account for test materials before, during, and after testing**

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FCAT Administration and Security Agreement

Florida Department of Education
Bureau of K–12 Assessment

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Proctors

- Proctors needed when testing 30 (25 for CBT) or more students in a room
- "Administrative Assistants"
- School system personnel vs. Non-school system volunteers
- Proctor Training BECON

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Test Security

- **NEVER** leave materials unsecured
- Count materials each time they change hands
- Collect materials daily
- Place materials in locked storage
- Record security numbers

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Security Log

Security Numbers

- Track materials using security numbers
- Distribute materials sequentially
- Maintain complete list and verify each document is returned
- Document number ranges each time the materials are distributed and collected
- Note unused materials
- Record information on the FCAT Administration Record/Security Checklist

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Placement of Security Numbers

The Security Number will appear in these spaces.

Administration Record/Security Checklist

Blank version of the form (located in Appendix C of the manual)

ADMINISTRATION RECORD / SECURITY CHECKLIST
SPRING 2011 READING, MATHEMATICS, AND SCIENCE

SCHOOL NUMBER: _____ SCHOOL NAME: _____

Security Number	Student Last Name	Student First Name	Grade Level	Student ID Number	Attendance	Test Group Code	Test Administrator Signature	School Assessment Coordinator Signature	Date Returned

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Administration Record/ Security Checklist

Pre-populated version of the form that can be downloaded from PearsonAccess into Excel

Spring 2011 ADMINISTRATION RECORD / SECURITY CHECKLIST

000000 DISTRICT NAME

Package Type	Security Number	Student Last Name	Student First Name	Grade Level	Student ID Number	Attendance*	Test Group Code	Test Administrator Signature	School Assessment Coordinator Signature
GRADE 3 MATHEMATICS TEST AB PK 6	20952126								
GRADE 3 MATHEMATICS TEST AB PK 6	20952127								
GRADE 3 MATHEMATICS TEST AB PK 6	20952128								
GRADE 3 MATHEMATICS TEST AB PK 6	20952129								
GRADE 3 MATHEMATICS TEST AB PK 6	20952130								
GRADE 3 MATHEMATICS TEST AB PK 6	21069941								
GRADE 3 MATHEMATICS TEST AB PK 6	21069942								
GRADE 3 MATHEMATICS TEST AB PK 6	21069943								
GRADE 3 MATHEMATICS TEST AB PK 6	21069944								
GRADE 3 MATHEMATICS TEST AB PK 6	21069945								
GRADE 10 RETAKE MATH TEST AB PK 5	21357986								
GRADE 10 RETAKE MATH TEST AB PK 5	21357987								
GRADE 10 RETAKE MATH TEST AB PK 5	21357988								
GRADE 10 RETAKE MATH TEST AB PK 5	21357989								
GRADE 10 RETAKE MATH TEST AB PK 5	21357970								

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Seating Chart

FCAT Required Seating Chart

District/School Name Broward/ _____
District/School# 06/ _____
Subject/Session _____

Administrator _____
TA Signature _____
Test Group Code _____

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Testing Location Considerations

- Use classrooms whenever possible.
- Make sure that each room is free of distractions and has
  - Comfortable seating
  - Good lighting
  - Sufficient workspace
  - Adequate ventilation
- Avoid testing in a cafeteria, gymnasium, auditorium, or library whenever possible.
- Make sure that:
  - students are not facing each other when seated at tables.
  - students are not in seating (stadium or staggered) that allows them to easily view other students' answers.
  - there is at least three feet between students.
- Remove or cover all visual aids on student desks or displayed in the room, such as posters showing mathematical and scientific concepts.

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Missing Materials/Security Breach

- Initiate a thorough investigation
- **IMMEDIATELY** contact Student Assessment & School Performance at (754) 321-4250
- Principal must generate a letter of explanation
- Send letter to Area Superintendent, cc Director of Student Assessment & School Performance, within 2 days

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Letter of explanation documents:

- ✓ The circumstances, time and place, and names of individuals (students and staff) involved
- ✓ A detailed chronological record of all communication
- ✓ How the incident was resolved
- ✓ What steps were or will be taken to prevent recurrence

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Test Administrator Responsibilities

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Test Administrator Responsibilities

Before testing:

- Read manual and attend training
- Sign and return both **"Test Administration and Security Agreement"** forms
- Prepare room for testing
- Remove or cover all visual aids
- Post **DO NOT DISTURB** and Electronic Devices signs
- Assemble materials needed for testing
- Receive test books and answer documents
- Receive and prepare additional materials
- Receive test group codes (Grades 3 – 11 SSS)
- Prepare Seating Chart

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ELECTRONIC DEVICES!!!!

Electronic devices are NOT permitted during testing.

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Test Administrator Responsibilities

During testing DO:

- Have students clear their desks.
- Use #2 pencils ONLY
- No scratch paper, books, notes or electronic devices
- Distribute materials, preidentified & blank
- Read appropriate scripts **VERBATIM**
- Make sure students that are working in the correct session, are working independently and are not talking or disturbing other students and
- Keep time
- Complete Test Administration Security Log
- Maintain test security

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Test Administrator Responsibilities

During testing DO NOT:

- Talk with students about test items
- help students with their answers.
- Use non-verbal queues in any way.
- check through books.
- return books to students after they have been collected.
- discuss test items or answers with students even after all test materials have been returned and testing has been completed.

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Test Administrator Responsibilities After Testing

- Collect test materials
- Notify School Coordinator of any missing materials
- Remove reference sheets
- Check DNS and UNDO bubbles, Preid info, student signature, and for stray marks
- Complete
  - Security Checklist
  - Security Log
  - Seating Chart
  - Administration Record/Security Checklists
  - Comment Form- PearsonAccess.com/fl

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Test Administrator Material Return

Stack materials using cover sheets (in Appendix C):

1. Absent students (hold for make-up)
2. School TO BE SCORED w cover sheet(s)
3. Home Education, McKay, FTC Scholarship, and District then Florida K-8 Virtual School TO BE SCOREDAll
4. NOT TO BE SCORED materials w/cover sheet
5. Administration Manual
6. Test Administration Security Log
7. Administration Record/Security Checklist
8. FCAT Rulers and Reference Sheets
9. FCAT Seating Chart

Once you have organized your materials, return them to your school's assessment coordinator by the end of test day.

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School Coordinator Responsibilities
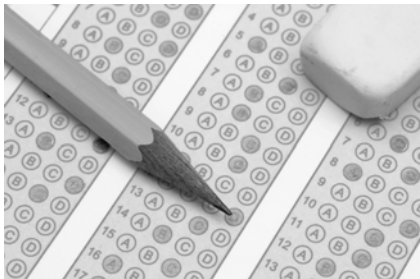
62

School Coordinator Responsibilities

Before testing:

- Receive and inventory test materials
- Track security numbers
- Train test administrators and assign proctors
- Make arrangements for accommodations
- Assign test group codes (Grades 3-11) and ensure the completion of seating charts
- Ensure Test Administrators are aware of which option will be used to collect materials
- Ensure that testing environments are adequate

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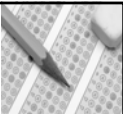
School Coordinator Responsibilities
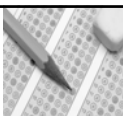
During Testing:

- Supervise test administration
- Maintain test security
- Supervise make-up administrations
- Have procedures in place for Test Administrators to request additional materials if needed

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School Coordinator Responsibilities After Testing

•Receive Materials from Test Administrators

•Complete Security Checklist

•Verify all materials have been returned

•Notify Student Assessment of any missing materials

•Photocopy and file:

- Administration Record/Security Checklists
- Seating Charts
- Test Administration Security Logs

•Complete On-Line Comment Forms

•Check DNS Bubbles

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School Coordinator Material Return

Prepare TO BE SCORED Answer Documents for return, completing a Document Count Form:

1. School TO BE SCORED
2. Home Education TO BE SCORED
3. McKay Scholarship TO BE SCORED
4. FTC Scholarship TO BE SCORED
5. Florida K-8 Virtual School TO BE SCORED

Prepare NOT TO BE SCORED Answer Documents for return

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Document Count Form

Make sure the count you enter is accurate; inaccurate counts can delay the scoring process.

67
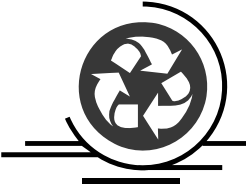
Materials Return

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Paper Band

- Indicate District Number, School Number and School Name
- Indicate number of documents in THIS band
- Number total paper bands 1 of n, 2 of n, where "n" is the total number of paper bands per document type

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SSS Return Boxes	Label Color
Grade 3 and Retake TO BE SCORED Answer Documents	PEACH
Grades 4-11 TO BE SCORED Answer Documents	RED
NOT TO BE SCORED Materials	YELLOW
All special documents, Large Print and Braille Materials (TO BE SCORED and NOT TO BE SCORED documents and braille notes)	WHITE
❑ Non-secure materials (unused paper bands, unused Document Count Forms, unused braille paper, etc.) ❑ Original Administrative Materials: ✓ Record of Required Administration Information ❑ ✓ FCAT Security Logs ✓ Seating Charts	No Return Label – Mark Boxes *District Coordinator ONLY*

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SSS Grade 3 TO BE SCORED PEACH-Labeled Shipment

Place the SSS Reading and Mathematics TO BE SCORED answer documents for Grade 3 in the box.

- Seal the boxes
- Affix a **PEACH** label on top of each box
- Number the boxes

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SSS Grades 4-11 TO BE SCORED RED-Labeled Shipment

Pack Materials in this order:

1. Florida Virtual School Answer Documents in envelopes
2. Home Education, McKay, and FTC Scholarship and the District's Virtual Program
   TO BE SCORED Answer Documents
3. Banded Stacks (by grade level) with document count forms, and your School's TO BE SCORED Answer Documents

*Affix a **RED** label on top of each box
*Number the boxes 1 of n, 2 of n etc.

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SSS NOT TO BE SCORED YELLOW-Labeled Shipment

- Place <u>ALL</u> NOT TO BE SCORED materials in boxes, including:
    1. Unused Preidentified and Non-Preidentified Answer Documents
    2. Answer Documents with **ALL** DNS bubbles gridded
    3. Test Books without answer spaces
- Seal the boxes
- Affix a **YELLOW** label on top of each box
- Number the boxes 1 of n, 2 of n with n being the total number of NTBS boxes being returned

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Unlabeled Boxes – District Coordinator Only

Include These Materials:

- ORIGINAL FCAT Administration Records/Security Checklists
- ORIGINAL FCAT Seating Charts
- Original Test Administration & Security Logs
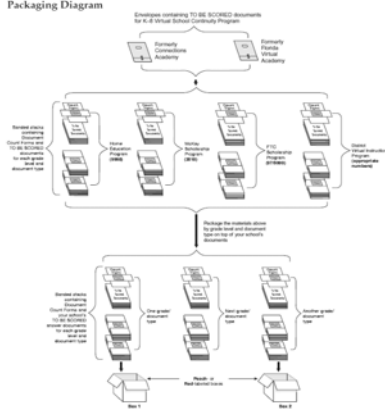- Seal and write "District Coordinator ONLY" on box

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RMS Packaging Diagram Page 233 in your Manual

Material Pick-Up:
To-Be-Scored Boxes

- **Peach-Labeled Grade 3 SSS (Reading and Math)**

Warehouse staff will pick-up <u>All</u> 3rd Grade Peach labeled boxes:

Thursday April 21, 2011

(To-Be-Scored Only,
Do Not Send Not-To-Be-Scored Materials)

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Material Pick-Up:
To-Be-Scored Boxes

- **Red-Labeled Grades 4 -11 SSS**
  (Reading Math and Science)

Warehouse staff will pick-up Red Labeled Elementary:

Monday April 25, 2011

(To-Be-Scored Only,
Do Not Send Not-To-Be-Scored Materials)

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Material Pick-Up
Not-To-Be Scored

Yellow-Labeled SSS

- **District Coordinator Only Box**

Warehouse and Pony will pick-up on April 27th and 28th

Email: assessment.materials@browardschools.com

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