

**2009 Florida
Comprehensive
Assessment Test
(FCAT)**

**Reading, Mathematics, and Science
Assessments
Elementary School Training**

FCAT Session Schedule: Week 1

- **Day 1 – Tuesday, March 10, 2009 (Session 1)**
 - Grade 3 Reading SSS: 60 minutes
 - Grade 4 Reading SSS: 80 minutes
 - Grade 5 Math SSS: 80 minutes
- **Day 2 – Wednesday, March 11, 2009 (Session 2)**
 - Grade 3 Reading SSS: 60 minutes
 - Grade 4 Reading SSS: 80 minutes
 - Grade 5 Math SSS: 80 minutes
- **Day 3 – Thursday, March 12, 2009 (Sessions 3 & 4)**
 - Grades 3 & 4 Math SSS : 60 minutes per session
 - Grade 5 Reading SSS: 60 minutes per session
- **Day 4 – Friday, March 13, 2009 (All Sessions)**
 - Reading & Math SSS Make-Up

FCAT Session Schedule: Week 2

- **Day 5 – Monday, March 16, 2009 (Session 5)**
 - Grade 5 SSS Science: 60 minutes
- **Day 6 – Tuesday, March 17, 2009 (Session 6)**
 - Grade 5 SSS Science: 60 minutes
- **Day 7 – 8 Wednesday & Thursday, March 18-19, 2009**
 - Make-up Testing

What's New for FCAT 2009



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What's New for FCAT 2009



- FCAT NRT is no longer a part of Florida's state assessment program
- Grade 4, 8 and 10 tests contain items that have no test questions- Scripts reflect this in Grades 8 and 10. Grade 4 has a script addendum
- Test Group Codes will be used for all Grades in 2009, including grades 3 and 4
- District requirement of a classroom seating chart
- LP and Braille instructions now in the District Coordinator section of the manual
- All ELL students must be tested

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Reminders for FCAT 2009



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Reminders for FCAT 2009



- Nothing is allowed on desks except test materials
 - **ELECTRONIC DEVICES = INVALIDATION**
 - **NO SCRATCH PAPER**
 - **NO NOTES**
- No electronic dictionaries for LEP students

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Reminders for FCAT 2009



- Schools must adhere to the daily testing schedule distributed by the Student Assessment Department.
- All Training Materials and Comment Forms are posted at www.ctb.com/fcat
- Home Education students must participate only in the assessments appropriate for their grade level
- Florida Virtual Student must be allowed to test at their boundaried school. They are public school students.

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Reminders for FCAT 2009



- 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 2009

- 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
- Carefully read the Test Security Policies and Procedures. Failure to comply could result in test invalidation and in extreme cases, loss of teaching certification

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Reminders for FCAT 2009

- 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 2009

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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Reminders for FCAT 2009



- Test Administrators are required to use **ALL** of the allotted time in each SSS session and should not end a session early
- A student with the accommodation of extra time must complete one session before continuing to the next session
- Check all answer documents for stray marks. Stray marks in the timing bars may result in a student not receiving scores
- Large Print materials should not be transcribed by school staff

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Students to be tested



- Students in grades 3 – 11
- ELL, ESE, and 504 students
 - may require accommodations
 - All ELL students to be tested in 2009. No Alternate Assessment

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Special Groups*



- **Home Education:** #9998
 - **McKay Scholarship:** #3518
 - **Hospital/Homebound:** #0601
 - **Florida Virtual School(s)**
 - Connections Academy: District #78 School #0700
 - Florida Virtual Academy: District #79 School #0801
- *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) 321-2247
- **Hospital/Homebound:**
Beth Lindsey at (754) 321-7320
- **Florida Virtual School:**
Karl Yeats (754) 321-4250

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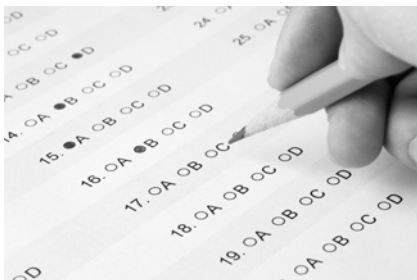
Make-up Procedures



- 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



Grade 3

1. Reading SSS Test & Answer Book
2. Mathematics SSS Test & Answer Book

Grade 4

1. Reading SSS Test & Answer Book
2. Mathematics SSS Test Book
3. Mathematics SSS Answer Folder

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Test Book/Answer Document Configuration



Grade 5

1. Mathematics SSS Test & Answer Book
2. Reading SSS Test Book
3. Reading SSS Answer Folder
4. Science SSS Test & Answer Book

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Additional Materials



- Calculators
 - Not allowed for grades 3-6
- Mathematics Reference Sheets are not provided for grades 3-5
- Science Reference Sheets/Periodic Tables are not provided for grade 5

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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



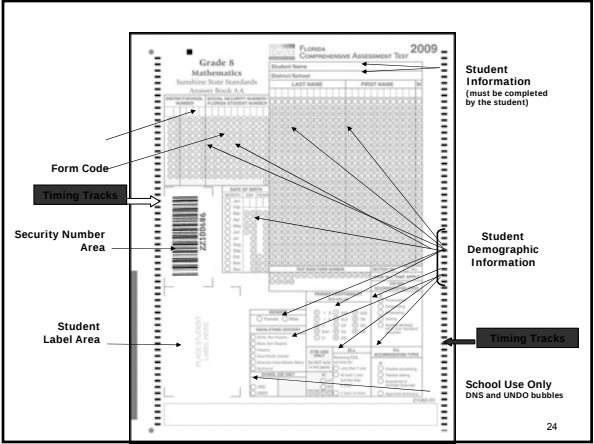
22

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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Test Invalidation

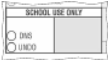


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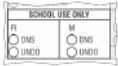
TEST INVALIDATION

There are bubbles for one or two content areas, depending on the grade level tested:

Answer Document
Containing One
Test



Answer Document
Containing Two
Tests



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Test Invalidation

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

1. The answer document is defective
2. A student's last name, ID number, district number, school number, OR grade level on a label or preprinted answer sheet is **INCORRECT**
3. A label has been placed over another label or preprinted information
4. The student is caught cheating, is disruptive during testing or possesses an electronic device (**Grid only the DNS bubble for the appropriate test or portion of the test.**)

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Possible Test Invalidation

5. Illness during testing **OR** Incorrect time
 - Determine if invalidation is appropriate based on whether the student had enough time to respond completely to the test questions.
 - Grid only the DNS bubble for that test.

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Do NOT Invalidate

1. Student withdrew before testing
2. Student absent for a session or the entire testing window
3. Unused defective answer document
4. Unused 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 Book



Before testing:

- Give the student a replacement test book
- Return with NOT TO BE SCORED materials

During testing:

- Give the student another test book to continue working from
- Use a book with the same form number if possible

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Defective Answer Document



Before testing:

- Give the student a replacement blank, non-identified answer document
- Return with NOT TO BE SCORED materials
- Hand-grid information on a blank, non-identified answer document
- Do **NOT** remove a label

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Defective Answer Document



During testing:

- Give the student another document to continue working in (preferably same form)
- **AFTER** the session time has expired, allow the student to transfer answers to the new document
- Hand-grid the student information
- Grid **ALL** DNS bubbles on the defective document

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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

Florida State Board of Education Rule 6A.040, Florida Administrative Code, was developed to meet the requirements of the state security system. Section 6A.040, Florida Statutes, and public law require that the administration of a statewide assessment be secure. The key to this security is the integrity of the test materials. It is the responsibility of the test administrator to ensure that the integrity of the test materials is maintained at all times.

- Reading the passages, test items, or performance tasks
- Copying the passages, test items, or performance tasks
- Reproducing or making test items or passages for students
- Changing or otherwise interfering with student responses to test items
- Copying or making student responses

It is the responsibility of the test administrator to ensure that the integrity of the test materials is maintained at all times. The use of a statewide test administration increases the risk of test administration due to the integration of test materials.

All personnel are prohibited from entering or exiting the test room and the contents of student test books and answer documents. The security of the test materials must be maintained during, and after the test administration. Please remember that after K-12 administration, school ID materials must be returned immediately to the school's designated secure storage area. Please do not leave test materials in the school building or in the car after the testing is complete.

The use of a statewide test administration increases the risk of test administration due to the integration of test materials.

I, _____, have read the instructions and restrictions provided in all applicable sections of the State of Florida Statutes and the Florida Department of Education's Bureau of K-12 Assessment's Security Agreement and agree to adhere to the Florida Department of Education's Security Agreement.

Florida will be tested at this time and administration of the test will be completed on the date that would ensure the security of the FCAT and ensure student achievement is accurately reported to the state.

TEST ADMINISTRATOR SIGNATURE _____ DATE _____

DATE _____ SIGNATURE _____

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Proctors



- Proctors needed when testing 30 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 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 Security Checklist

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The collage features three main educational items:

- FCAT (Florida Comprehensive Assessment Test):** The top left shows the FCAT logo with the year 2000 and the text "Florida Comprehensive Assessment Test". Below it is a line for "Student Name".
- Sunshine State Standards:** The middle left shows a book cover for "SUNSHINE STATE STANDARDS" with a collage of images related to learning and a large "GRADE 10" label.
- Grade 8 Mathematics Test Form:** The right side shows a "Grade 8 Mathematics" test form titled "Florida Comprehensive Assessment Test 2000". It includes a student name line, a table for "LAST NAME" and "FIRST NAME", a barcode, and a "FORM 1" label.



Page 2 of 2



Florida
Spring 2006 FCAT
SECURITY CHECKLIST

Florida
Spring 2006 FCAT
SECURITY CHECKLIST



Florida
Spring 2006 FCAT
SECURITY CHECKLIST

DISTRICT: 13 MIAMI DADE COUNTY SCHOOLS
SCHOOL: 7932 MIAMI SUNSET ADULT

2104500005 - Grade 3 Reading Test and Answer Book (package of 5)

Each day BEFORE testing, the Test Administrator (TA) must sign below to indicate receipt of secure test materials.
Each day AFTER testing, the School Coordinator (SC) must sign below to indicate receipt of secure test materials.

SECURITY #	CARTON #	STUDENT NAME	RECEIVED		IF DOCUMENT IS NOT RETURNED, STATE REASON
			(TA SIGNATURE)	(SC SIGNATURE)	
04000011	2				
04000012	2				
04000013	2				
04000014	2				
04000015	2				
04000016	1				
04000017	1				
04000018	1				
04000019	1				
04000020					

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Seating Chart

FCAT Required Seating Chart

District/School Name: _____
District/School ID: _____
Subject/Session: _____

Administrator: _____
TA Signature: _____
Test Group Code: _____

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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:

- Have students clear their desks- Electronic Devices!
- Use #2 pencils ONLY
- No scratch paper or electronic devices
- Distribute materials, preidentified & blank
- Read appropriate scripts **VERBATIM**
- Keep time
- Complete Test Administration Security Log
- Maintain test security

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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
- Complete
 - Security Checklist
 - Seating Chart- NEW!
 - Administration Records
 - Comment Form

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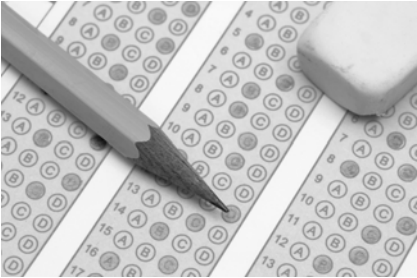
Test Administrator Material Return

Stack materials using cover sheets (in Appendix C):

1. Absent students (hold for make-up)
2. School TO BE SCORED
3. Home Education, McKay, Hospital/Homebound, and Florida Virtual School TO BE SCORED
4. Administration Manual
5. Administration Record
6. Completed Security Checklist and Seating Chart
7. Test Administration Security Log
8. All NOT TO BE SCORED materials

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School Coordinator Responsibilities



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School Coordinator Responsibilities



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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

School Coordinator Responsibilities



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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

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:
 - Security Checklist
 - Seating Charts
 - Administration Records
 - 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
and Answer Document Return Summary:

1. School TO BE SCORED
2. Home Education TO BE SCORED
3. McKay Scholarship TO BE SCORED
4. Hospital/Homebound TO BE SCORED

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DOCUMENT COUNT FORM

FOR TO BE SCORED DOCUMENTS

Date and exact time for each of your test and document types Form B-4.



A DISTRICT NAME _____

1 SCHOOL NAME _____

2 DISTRICT NAME _____

3 SCHOOL NAME _____

4 DISTRICT NAME _____

5 SCHOOL NAME _____

6 DISTRICT NAME _____

7 SCHOOL NAME _____

8 DISTRICT NAME _____

9 SCHOOL NAME _____

10 DISTRICT NAME _____

11 SCHOOL NAME _____

12 DISTRICT NAME _____

13 SCHOOL NAME _____

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219 SCHOOL NAME _____

220 DISTRICT NAME _____

221 SCHOOL NAME _____

222 DISTRICT NAME _____

223 SCHOOL NAME _____

224 DISTRICT NAME _____

225 SCHOOL NAME _____

226 DISTRICT NAME _____

227 SCHOOL NAME

Home Education Program-9998

Answer Document Return Summary

Florida Comprehensive Assessment Test

2009 Reading, Mathematics, and Science

Student Name:

Student Contact:

Student Number: 12

Phone Number:

IMPORTANT: Send only **ONE** WRITTEN document to the test. Once Document Four Form completed by the State Education Program should have an entry in the write-in box. Keep a copy of the completed Answer Document Return Summary for your records.
 Make sure you fill in the box for entries in the write-in place the completed original Answer Document Return Summary to top of the document to the test form of **ONE** WRITTEN document.

CTR Use	Grade Level Tested	Subject Tested	Number of Documents Submitted
	3	Reading	
	3	Mathematics	
	4	Reading	
	4	Mathematics	
	5	Reading	
	5	Mathematics	
	5	Science	
	6	Reading/Mathematics	
	7	Reading/Mathematics	
	8	Reading	
	8	Mathematics	
	8	Science	
	9	Reading/Mathematics	
	10	Reading	
	10	Mathematics	
	11	Science	

CTR USE ONLY:

Completed Document Date	ISSUES Page Spring 2009 Contact Name	Testing Program: MS Contact Name	SS Number: 00000
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Materials Return

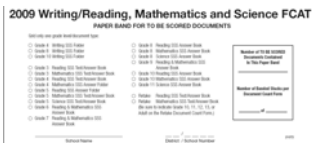


The image contains two separate visual elements. On the left is a black and white graphic of a recycling symbol, which consists of three chasing arrows forming a triangle inside a circle, with horizontal lines above and below. On the right is a photograph of a person's hand touching a surface with a 'FRAGILE HANDLE WITH CARE' sticker.

Paper Band



- Grid bubble for document contained
- 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
Calibration TO BE SCORED Answer Documents	BLUE
Grade 3 and Retake TO BE SCORED Answer Documents	PEACH
Grades 4-10 TO BE SCORED Answer Documents	RED
NOT TO BE SCORED Materials	YELLOW
All Large Print and Braille Materials (TO BE SCORED and NOT TO BE SCORED documents and braille notes)	WHITE
• Non-secure materials (manuals, unused paper bands, unused Document Count Forms, unused braille paper, etc.) • Original Administrative Materials: / Administration Records / ECAT Security Logs / Seating Charts	No Return Label - Mark Boxes <i>District Coordinator ONLY</i>

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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 4-10 TO BE SCORED
RED-Labeled Shipment**



Pack Materials in this order:

1. Florida Virtual School Answer Documents
2. Special Programs Answer Document Return Summary
3. Home Education, McKay, and Hospital Homebound TO BE SCORED Answer Documents
4. Your School's Answer Document Return Summary
5. Banded Stacks with document count form, and your School's TO BE SCORED Answer Documents

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

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**SSS NOT TO BE SCORED
YELLOW-Labeled Shipment**



- Place ALL 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

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**Unlabeled Boxes –
District Coordinator Only**



Include These Materials:

- ORIGINAL FCAT Security Checklists
- ORIGINAL Administration Records
- ORIGINAL Seating Charts- NEW
- Original Test Administration & Security Logs
- Copy of the Answer Document Return Summary
- Non-secure materials
- Seal and write "District Coordinator ONLY" on box

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Material Pick-Up: To-Be-Scored Boxes



- Peach-Labeled Grade 3 SSS
- Red-Labeled Grades 4 -11 SSS

**Warehouse staff will pick-up All Elementary:
Friday, March 20 , 2009**
(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 March 26th and 27th

Email: assessment.materials@browardschools.com

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