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
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
Reminders for FCAT 2009
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
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](http://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.
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
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.
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.
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.
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.
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
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
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
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.
Student Test Materials
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
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
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
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
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
Test Invalidation
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
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.)
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.
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.
Defective Materials
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
Before testing:

- Give the student a replacement blank, non-preidentified answer document
- Return with NOT TO BE SCORED materials
- Hand-grid information on a blank, non-preidentified answer document
- Do NOT remove a label
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
Test Security
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
FCAT Administration and Security Agreement

Florida Department of Education
Bureau of K-12 Assessment

Florida State Board of Education Rule 6A-10.42, Florida Administrative Code, was developed to meet the requirements of the test security statute, Section 1008.24, Florida Statutes, and applies to anyone involved in the administration of a statewide assessment test. The rule prohibits activities that may threaten the integrity of the test. See Appendix B of this manual for the Florida Test Security statute and rule. Examples of prohibited activities are listed below:

- Reading the passage, test items, or performance tasks
- Rescanning the passage, test items, or performance tasks
- Copying the passage, test items, or performance tasks
- Explaining or reading test items or passages for students
- Changing or otherwise interfering with student responses to test items
- Causing achievement of schools to be inaccurately measured or reported
- Copying or reusing student responses

If any of the above examples are allowable accommodations for exceptional education students with current IFYS, test administrators are permitted to provide the accommodation(s) as described in Appendix A of this manual.

All personnel are prohibited from examining or copying the test items and/or the content of student test books and answer documents. The security of all test materials must be maintained before, during, and after the test administration. Please remember that after ANY administration, initial or make-up, materials must be returned immediately to the school assessment coordinator and placed in locked storage. Secure materials should not remain in classrooms or be taken out of the building overnight.

The use of unexplained test administrators increases the risk of test invalidation due to test irregularities or breaches in security.

I, ___________________________, have read the information and instructions provided in all applicable sections of the 2009 FCAT Reading, Mathematics, and Science Test Administration Manual. I agree to administer the Florida Comprehensive Assessment Test according to these procedures.

Furthermore, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of the FCAT and cause student achievement to be inaccurately represented or reported.

_________________________   __________________________
School Name and Number        Name Printed

_________________________   __________________________
Date                          Signature
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
Test Security

- NEVER leave materials unsecured
- Count materials each time they change hands
- Collect materials daily
- Place materials in locked storage
- Record security numbers
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
<table>
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<tr>
<th>SECURITY #</th>
<th>CARTON #</th>
<th>STUDENT NAME</th>
<th>RECEIVED (TA SIGNATURE)</th>
<th>RETURNED (SC SIGNATURE)</th>
<th>IF DOCUMENT IS NOT RETURNED, STATE REASON</th>
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# Administration Record

**FCAT ADMINISTRATION RECORD**  
2009 Reading, Mathematics, and Science

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<th>Grade Level</th>
<th>Subject</th>
<th>Student ID Number</th>
<th>Student Name</th>
<th>Test &amp; Answer Book Security Number</th>
<th>Test Book Security Number</th>
<th>Answer Book/Folder Security Number</th>
<th>Attendance*</th>
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* Attendance Codes:  
  - P = Present  
  - A = Absent  
  - W = Withdrawn  
  - P/I = Present but Invalidated
# FCAT Required Seating Chart

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<th>District/School Name: Broward/</th>
<th>Administrator:</th>
<th>TA Signature:</th>
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<td>District/School#: 05/</td>
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<td>Test Group Code:</td>
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<td>Subject/Session:</td>
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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
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
Test Administrator Responsibilities
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
Electronic devices are **NOT** permitted during testing.
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
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
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
School Coordinator Responsibilities
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
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
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
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
# DOCUMENT COUNT FORM

FOR TO BE SCORED DOCUMENTS

Use one count form for each grade level and document type listed in Box 4.

## INSTRUCTIONS

1. Write the DISTRICT NAME and the SCHOOL NAME on the lines provided.
2. In the row of boxes under the words DISTRICT NUMBER, write the district number. Grid the corresponding bubbles.
3. In the row of boxes under the words SCHOOL NUMBER, write the school number. Grid the corresponding bubbles.
4. Under the words DOCUMENT TYPE UNDER THIS COUNT FORM, grid the appropriate bubble.
5. In the row of boxes under the words NUMBER OF TO BE SCORED DOCUMENTS, write the number of documents under this count form. If there are fewer than four digits in the number, fill in zeros before the number (e.g., if you have 25 TO BE SCORED documents, 94 in 00942). Grid the corresponding bubbles.
6. PRINT your NAME as the person completing this form.

## DOCUMENT TYPE UNDER THIS COUNT FORM

Grid only one.

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<thead>
<tr>
<th>Document Type</th>
<th>Grade 4 Writing SSS Folder</th>
<th>Grade 5 Writing SSS Folder</th>
<th>Grade 10 Writing SSS Folder</th>
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<td></td>
<td>W</td>
<td>X</td>
<td>Y</td>
</tr>
</tbody>
</table>

## NUMBER OF TO BE SCORED DOCUMENTS

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Grade 4 Writing SSS Folder</th>
<th>Grade 5 Writing SSS Folder</th>
<th>Grade 10 Writing SSS Folder</th>
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<tr>
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<td>C</td>
<td>H</td>
<td>I</td>
</tr>
<tr>
<td></td>
<td>J</td>
<td>K</td>
<td>L</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>N</td>
<td>Q</td>
</tr>
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<td>P</td>
<td>Q</td>
<td>R</td>
</tr>
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<td>S</td>
<td>T</td>
<td>U</td>
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<tr>
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<td>T</td>
<td>U</td>
<td>V</td>
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<tr>
<td></td>
<td>V</td>
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</tr>
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</table>

## NAME OF PERSON COMPLETING THIS FORM

PRINT NAME
**Home Education Program-9998**

**Answer Document Return Summary**

**Florida Comprehensive Assessment Test**

**2009 Reading, Mathematics, and Science**

<table>
<thead>
<tr>
<th>District Name:</th>
<th>Lagoona</th>
<th>District Number:</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Contact:</td>
<td></td>
<td>Phone Number:</td>
<td></td>
</tr>
</tbody>
</table>

**INSTRUCTIONS:** Record only TO BE SCORED documents on this form. Every Document Count Form completed for the Home Education Program should have an entry in the table below. Keep a copy of the completed Answer Document Return Summary for your records.

Before you seal the boxes for return to the contractor, place the completed, original Answer Document Return Summary on top of the documents in the first box of TO BE SCORED materials.

<table>
<thead>
<tr>
<th>CTB Use</th>
<th>Grade Level Tested</th>
<th>Subject Tested</th>
<th>Number of Documents Returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Reading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Mathematics</td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td>Reading</td>
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<td>Mathematics</td>
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<td>Reading</td>
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<td></td>
</tr>
<tr>
<td>5</td>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Reading/Mathematics</td>
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<td></td>
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<tr>
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<tr>
<td>8</td>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Reading/Mathematics</td>
<td></td>
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</tr>
<tr>
<td>10</td>
<td>Reading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Mathematics</td>
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</tr>
<tr>
<td>11</td>
<td>Science</td>
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</tr>
</tbody>
</table>

**CTB USE ONLY**

<table>
<thead>
<tr>
<th>Organization Number:</th>
<th>M99999</th>
<th>Testing Program:</th>
<th>001</th>
<th>SO Number:</th>
<th>99999</th>
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<tr>
<td>Organization Name:</td>
<td>FCAT Spring 2009 RMS</td>
<td>Element Name:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Answer Document Return Summary

SSS Florida Comprehensive Assessment Test SSS
2008 Reading, Mathematics, and Science
McKay Scholarship Program-3518

District Name: Marshland
School Contact: _________________ District Number: 6453
Phone Number: ___________________

INSTRUCTIONS: Record only TO BE SCORED documents on this form. Every SSS Document Count Form completed for your school should have an entry in the table below. Keep a copy of the completed Answer Document Return Summary in your school.

Before you seal the boxes for return to the contractor, place the completed, original Answer Document Return Summary on top of the documents in the first box of TO BE SCORED materials.

<table>
<thead>
<tr>
<th>CTB Use</th>
<th>Grade Level Tested</th>
<th>Subject Tested</th>
<th>No. of Answer Documents Returned</th>
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<tbody>
<tr>
<td>3</td>
<td>Reading</td>
<td></td>
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</tr>
<tr>
<td>3</td>
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<td></td>
<td></td>
</tr>
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<td>Mathematics</td>
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<td></td>
</tr>
<tr>
<td>5</td>
<td>Reading</td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>Mathematics</td>
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<td></td>
</tr>
<tr>
<td>6</td>
<td>Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Reading/Mathematics</td>
<td></td>
<td></td>
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<td>Reading/Mathematics</td>
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<tr>
<td>11</td>
<td>Science</td>
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</tr>
</tbody>
</table>

CTB USE ONLY

Organization Number: M99999
Testing Program: 001
SD Number: 99999

CTB USE ONLY

Organization Number: M99999
Testing Program: 001
SD Number: 99999

CTB USE ONLY

Organization Name: FCAT Spring 2008 RMS
Element Name: 99999

CTB USE ONLY

Organization Name: FCAT Spring 2008 RMS
Element Name: 99999
Materials Return
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
<table>
<thead>
<tr>
<th>SSS Return Boxes</th>
<th>Label Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calibration TO BE SCORED Answer Documents</td>
<td>BLUE</td>
</tr>
<tr>
<td>Grade 3 and Retake TO BE SCORED Answer Documents</td>
<td>PEACH</td>
</tr>
<tr>
<td>Grades 4-10 TO BE SCORED Answer Documents</td>
<td>RED</td>
</tr>
<tr>
<td>NOT TO BE SCORED Materials</td>
<td>YELLOW</td>
</tr>
<tr>
<td>All Large Print and Braille Materials (TO BE SCORED and NOT TO BE SCORED documents and braille notes)</td>
<td>WHITE</td>
</tr>
</tbody>
</table>

- Non-secure materials (manuals, unused paper bands, unused Document Count Forms, unused braille paper, etc.)
- Original Administrative Materials:  
  - Administration Records ✓  
  - FCAT Security Logs ✓  
  - Seating Charts ✓
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
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
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
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
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)*
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