

READ ME, I CAN HELP YOU PACK – FSA Braille

Reminders:

To ensure that test scores are accurately reported, pack all materials according to the instructions below. Incorrectly labeled or mispackaged materials WILL delay the reporting of students' results.

In Brevard secure and non-secure materials are **NEVER** destroyed, shredded, or thrown in trash. Please place these items in your DC Box(es).

If you require additional shipping materials (e.g. labels, boxes, bags, etc.), please contact Brittnee Joseph at extension 373 or via email at joseph.brittnee@brevardschools.org.

Note: Pick-up dates will be sent via email

DC Boxes - 2019 Type "N" and 2018 Type "S" will be picked-up on **Thursday, May 30, 2019.**

(See page 4 for additional information)

Return Materials:

- Verify that all secure testing materials have been collected from the Testing Administrators
 - Braille Answer Sheets containing student responses
 - Braille Test Book
 - Braille Testing Rules Acknowledgement Sheet
 - Regular Print Test and Answer Book (with PreID label applied)
- Ensure that the student name is included on the braille test books, braille answer sheets, and Testing Rules Acknowledgment sheets.
- Ensure that the **PreID** is affixed to each student's **regular print** test and answer book.
- If a test is TO BE SCORED, verify that the DNS bubble has not been gridded. If a DNS bubble is gridded by mistake, erase it completely and grid the UNDO bubble.
- Ensure that student's responses are written legibly. If student responses are not recorded clearly, please contact Neyda Francis for clarification on what to do next.
- Complete the front of the Special Document Return Envelope for each student.
- Place each student's test materials in the Special Document Return Envelope. Do not place materials for more than one student in the same envelope. Do not seal the envelope.
 - Braille test and answer book
 - Regular print test and answer book (with PreID label applied)
- Place the Special Documents Return Envelope into the original box. Affix the correct assessment Braille **PINK** return shipping label (flap A).

NOT TO BE SCORED:

Place NOT TO BE SCORED large print materials (unused documents, used defective documents) in the Large Print box and put a white label on the box (flap A). If you do not have a large print box, please contact Brittnee for guidance.

District Assessment Coordinator ONLY Box (DC) Type S or N

Secure DC BOX (Type S)

FILE ALL ORIGINAL copies: These materials MUST be placed in a locked cabinet, at the school, until they are picked up in the spring of 2020.

Include the following materials:

- Testing Administration/Security Checklist
- Test Materials Chain of Custody Form
- Security Log
- Administration Records/Security Checklist
- Seating Charts
- PreID Roster

Non-Secure DC box (Type N): Pick-up on Thursday, May 30, 2019

Include the following materials:

- Test Administration Manuals
- ALL UNUSED LABELS
- UNUSED Return Labels
- Seal the box – No special label
- On the outside of the box print
 - ✓ DC box Type N
 - ✓ School Year
 - ✓ School Name
 - ✓ School Number
 - ✓ Label the Boxes 1 of _, 2 of _, etc.



If you have SOILED materials, please contact the Testing Office with the security information as soon as the incident occurs.

Returning Soiled materials – Place materials in a sealed bag, place bag in box and write “SOILED” on the outside of the box.