

READ ME, I CAN HELP YOU PACK - Writing!

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.

Pick up on **Friday, April 12 - TO BE SCORED (GREEN OR STRIPED)** and **NOT TO BE SCORED (WHITE)**
DC Boxes - 2019 Type "N" and 2018 Type "S" will be picked-up on Thursday, May 30.

Packing TO BE SCORED Regular Print Test Materials

- Verify that all secure testing materials have been collected from the Testing Administrators
- Review invalidated tests (make sure the DNS bubble has been darkened)
 - ✓ If a DNS bubble has been darkened by **mistake**, erase the DNS bubble, darken the UNDO bubble, and place in the **TO BE SCORED** box
 - ✓ If the student was present during testing and his test was invalidated, darken the DNS bubble and place in the **TO BE SCORED** box
- Separate TO BE SCORED MATERIALS from the NOT TO BE SCORED
- Sort by Grade Level and Subject
- Ensure each test and answer book have a PreID label
 - ✓ To print On-Demand PreID Labels, follow the instructions in the TIDE User Guide

Include:

- TO BE SCORED regular print tests and answer books
- Invalidated tests that will count for participation (students who did not complete the test)
- FLVS and other special program
 - ✓ No need to place in a separate plastic bag (place them on top of your materials)

Insert: ALL above mentioned documents in **plastic return bags and zip tie the bags**

- ✓ Use a plastic bag and zip tie even if you ONLY have **one** document
- Place the plastic bags in the vendor boxes and apply the appropriate label (Flap A)
- Label the Boxes 1 of _, 2 of _, etc.



Material Types	Label Color
TO BE SCORED (Regular Print) Grades 4-10	Green
TO BE SCORED Calibration Grades 4-7	Green Striped
Retake	Red
NOT TO BE SCORED	White

Packing NOT TO BE SCORED Materials

Include:

- All the unused non-PreID test and answer books (blank documents)
- USED test and answer books that have not been invalidated
- USED documents that should not be processed and scored
- Minimal participation test books/answer sheets (These tests are NOT INVALIDATED)
- Passage Books
- Audio Passage Scripts
- Transcripts

Insert: ALL above mentioned documents in the vendor boxes (NO plastic bags)

- Affix the **WHITE NOT TO BE SCORED** label to the top of the box (Flap A)
- Label the Boxes 1 of _, 2 of _, etc.

OPT-OUT/ Minimal Participation Students

PBT:

- ❖ Test books with PreID labels affixed should be placed in “NOT TO BE SCORED” boxes

CBT:

- ❖ If a student logs into a **CBT**, “submits” the test prior to completing the test, no further action is required
- ❖ If the student logs-in and “pauses” the test, no further action is required
 - ✓ If the submit button is available, you may submit the test
- ❖ If students refuse to log-in, no further action is required

NOTE: For additional questions regarding Opt-OUT, please follow the Opt-OUT School Board Directive, which can be found on the Accountability SharePoint site (<https://goo.gl/1uLXyr>).

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 Administrator Prohibited Activities
- Test Materials Chain of Custody Form
- Security Log
- Administration Records/Security Checklist
- Opt-Out letters/ emails
- Seating Charts
- Authorization Tickets
- USED Planning Sheets –Writing
- USED Reference Sheets - FSA Mathematics and EOCs
- USED Work Folders - FSA Mathematics and EOCs
- USED Worksheets - FSA ELA Reading
- USED Large Print Planning Sheets

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

Include the following materials:

- Test Administration Manuals
- UNUSED Planning Sheets - Writing
- UNUSED Reference Sheets - FSA Mathematics and EOCs
- UNUSED Work Folders - FSA Mathematics and EOCs
- UNUSED Worksheets - FSA ELA Reading
- UNUSED Large Print Planning Sheets
- ALL UNUSED LABELS
- ALL USED AND UNUSED reading and math instructions
- ALL plastic bags and zip ties
- 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.