

READ ME, I CAN HELP YOU PACK - FSAA

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).

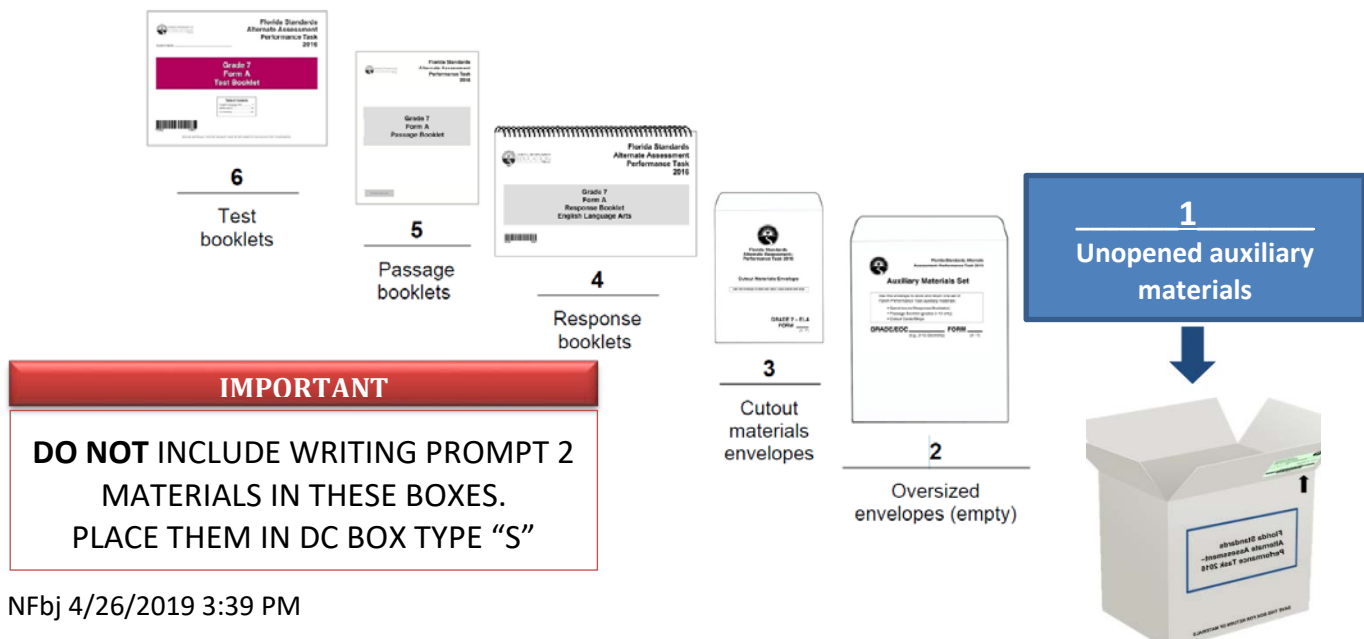
If you require additional shipping materials (e.g. labels, boxes, etc.), please contact Brittnee Joseph at extension 373 or via email at joseph.brittnee@brevardschools.org.

ALL SECURE DOCUMENTS WILL BE PICKED UP ON **Tuesday, April 30, 2019.**

DC Boxes - 2019 Type "N" and 2018 Type "S" will be picked-up on **Thursday, May 30, 2019.** See page 3.

Return Materials:

- Verify that all secure testing materials have been collected from the Testing Administrators
- FSAA–Performance Task includes the following:
 - ✓ Test Booklets
 - ✓ Response Booklets
 - ✓ Passage Booklets
 - ✓ Cutout Cards/Strip Packets
- Remove test materials from oversized storage envelopes and separate them into six separate stacks. Within each stack, group the materials by grade level and assessment. **Sort all materials by grade level and subject area.**
 - Test Booklets
 - Passage Booklets
 - Response Booklets
 - Cutout Materials Envelope (Cutout Cards Packets & Cutout Strips Packets)
 - Oversized envelopes (empty)
 - Unopened auxiliary materials



One-sided and Braille/Tactile

One-sided response booklets and braille/tactile graphics materials must be included in these above stacks. Covers for one-sided response booklets must be returned for these materials to be processed properly.

Test Materials Count Form:

- Verify that you have collected all materials **before** you complete the form
- Locate your school's *Test Materials Count Form* (green form found in gray envelope – School Return Materials Kit)
- Complete only **ONE Test Materials Count Form** for all grade levels and assessments
- Enter the number of test booklets, response booklets (separated by ELA, Math, and Science, accordingly), and passage booklets being returned for each grade level and assessment.
- Enter your district number (05) and Brevard, if not pre-printed
- Enter your school number and name, if not pre-printed
 - i. If no materials are being returned for a certain grade level or assessment, leave the boxes **blank**. If there are fewer than 2 digits in the number, fill in a **zero before the number** (e.g., 5 booklets should be written as 05)
 - ii. Do NOT submit photocopies of the *Test Materials Count Form*. If you need a new *Test Materials Count Form*, contact Brittnee Joseph
- Print and sign your name as the person completing and verifying the information submitted on the form
- Make a copy of the completed form to be included in your DC Box Type S
- Place the original completed form at the **top of your BOX 1**

Insert: ALL above mentioned documents

- Use **FSAA WHITE boxes ONLY**
- Place the original *Test Materials Count Form* at the top of the materials, located in **Box 1**
- Seal the box(es) securely with packing tape
- Apply the **light green NOT TO BE SCORED** label on the top of each box (Flap A)
- Label the Boxes 1 of _, 2 of _, etc.

Sample Light Green
SECURE NOT TO BE SCORED
School Return Label

NOT TO BE SCORED
PDS USE ONLY - DO NOT COVER THIS LABEL

Writing Prompt 2 Student Materials

Separate all Writing Prompt 2 materials, including Student Template, Student Outline, and Vocabulary materials, and place in your DC Box Type "S". Keep in mind, not all grade levels have all the above listed materials.

Do Not return writing Prompt 2 materials with your NOT TO BE SCORED materials.

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
- Seating Charts
- Original signed Booklet Security Checklist
- Original Test Materials Chain of Custody Forms
- Copy of Test Materials Count Form
- PreID Roster
- Copies of the original signed Administration and Security Agreements
- Writing Prompt 2 Student Templates (as well as student outline and vocabulary materials)

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

Include the following materials:

- Test Administration Manuals
- ALL UNUSED LABELS
- FSAA – Performance Task Procedural Manual
- UNUSED Document Count Forms
- UNUSED School Return Summary Forms
- UNUSED Return Labels
- UNUSED Coversheets
- 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.