

READ ME, I CAN HELP YOU PACK - Science!

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 **Thursday May 16 - TO BE SCORED (RED)** and **NOT TO BE SCORED (WHITE)** labeled boxes DC Boxes - 2019 Type "N" and 2018 Type "S" will be picked-up on **Thursday, May 30, 2019**.

Material Types	Label
TO BE SCORED (Pearson Box)	Red
NOT TO BE SCORED (Pearson Box)	White

Before Packing

- 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 - **If you only have one grade level then, no SORTING IS REQUIRED!**
- Ensure each answer book has a PreID label
 - ✓ If the student **does not** have a PreID label, **bubble all the student's demographic information**

Packing TO BE SCORED Regular Print Test Materials

Include:

- TO BE SCORED regular print answer books
- Invalidated answer books that will count for participation (students who did not complete the test)
- FLVS and other special program
 - ✓ place them on top of your materials
- Place the answer books in the vendor boxes
 - ✓ No document count forms or straps required

Insert: ALL above mentioned documents in the vendor boxes

- Affix the **RED TO BE SCORED** label to the top of the box
- Label the Boxes 1 of __, 2 of __, etc.

Packing NOT TO BE SCORED Materials

Include:

- All the USED and UNUSED Test books**
- UNUSED Answer books**
 - ✓ Blank documents
 - ✓ PreID labeled but student did not test
 - ✓ Minimal participation (These tests are NOT INVALIDATED)

Insert: ALL above mentioned documents in the vendor boxes

- Affix the **WHITE NOT TO BE SCORED** label to the top of the box
- 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

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
- USED Periodic Table of the Elements – Science (8th Grade ONLY)

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
- UNUSED Periodic Table of the Elements – Science (8th Grade ONLY)
- 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.