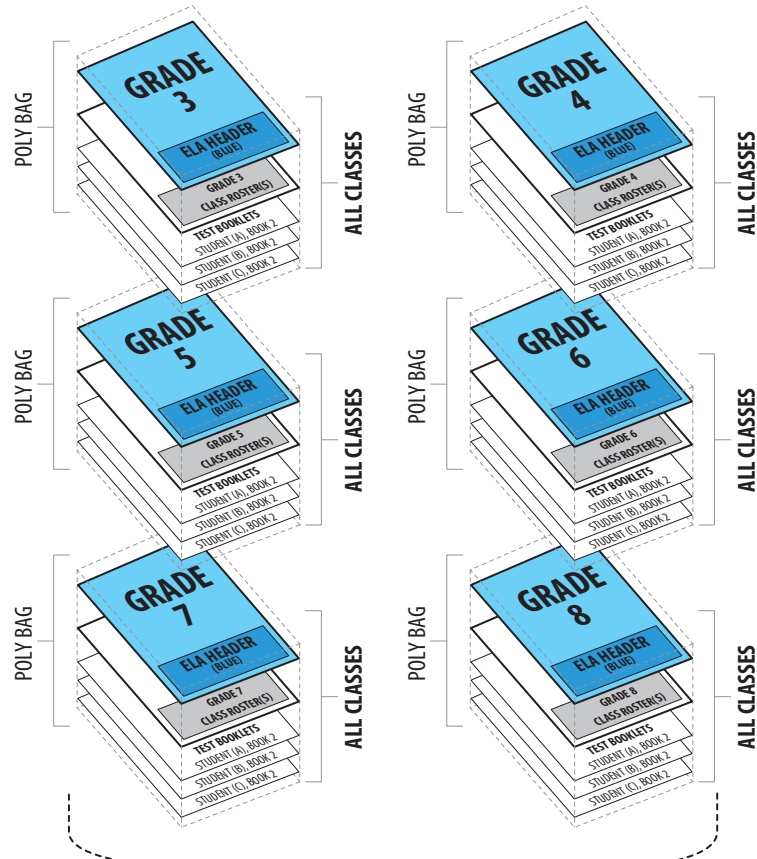


# 2019 NYC CHARTER SCHOOL PACKING DIAGRAM

# ELA

## ELA TEST MATERIALS

ELA TEST MATERIALS ARE PLACED IN SEPARATE LARGE POLYBAGS FOR EACH GRADE (ALL POLYBAGS ARE PLACED IN ONE BOX)



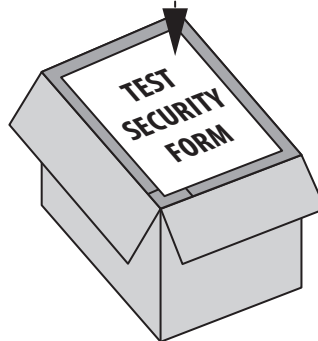
### POLYBAG CONTENTS FROM TOP TO BOTTOM

#### POLYBAG #1

header sheet
class roster
scribed booklets and/or booklets with no barcode labels
test booklets

#### POLYBAG #2

header sheet
test booklets
a second polybag is used only when a grade does not fit in one polybag



### NOTES (APPLIES TO ALL BOOKLETS)

1. Do **NOT** submit blank booklets. Only submit booklets that are completed or partially completed.
2. Inserted sheets are **NOT** allowed in any test booklet.
3. Class Rosters: Put a line through the names of students not submitted for scoring.
4. Special Considerations: Place test booklets without barcode labels on top of the stack of booklets in each large polybag.