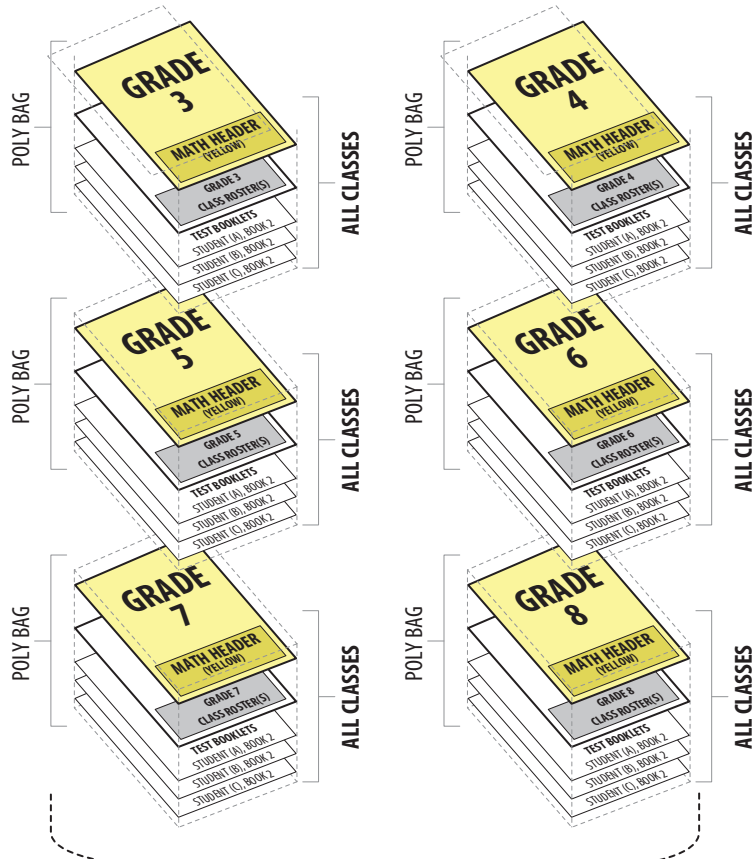


2019 NYC CHARTER SCHOOL PACKING DIAGRAM

MATH

MATH TEST MATERIALS
 MATH 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

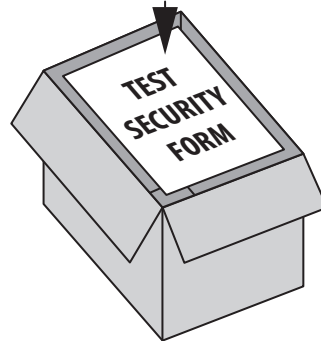
header sheet
class roster
scribed booklets and/or booklets with no barcode labels
test booklets

POLYBAG #2

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

SPANISH & CHINESE LANGUAGE BOOKLETS

Follow the same packing procedures for Spanish & Chinese language booklets and place on top of English language booklets.



LANGUAGES OTHER THAN SPANISH & CHINESE

Must be translated and transcribed into an English language math booklet. Submit with English language math booklets.

Remove all Math reference sheets from Math test booklets.

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.