**You may use the template below to notify parents/guardians of the upcoming Spring EOC assessment administration for students testing with paper-based accommodations. Please modify the red fields and place the letter on school or district letterhead prior to sending. You may also use this language to post to your school or district website or distribute to parents/guardians via email.**

[Insert School/District Letterhead]

[Date]

Dear Parent/Guardian,

The purpose of this letter is to inform you that your student will be taking the [Algebra 1/Biology 1/Geometry/U.S. History End-of-Course Assessment(s)/Civics EOC Field Test] on [administration day(s)/date(s)].

Please review the following policies with your student before testing:

**■ Electronic Devices**—If your student is found with ANY electronic devices, including, but not limited to, cell phones and smart phones, during testing, including breaks (e.g. bathroom, lunch), his or her test will be invalidated, which means it will not be scored. The best practice is for students to leave devices at home or in their lockers on the day of testing.

**■ Testing Rules Acknowledgment**—All EOC assessments include a Testing Rules Acknowledgment that reads, “I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.” Prior to testing, test administrators will read the rules to students, and students must acknowledge that they understand the testing rules by signing their names under the statement.

**■ Test Invalidations**—Students are responsible for doing their own work on the test and for protecting their answers from being seen by others.If students are caught cheating during testing, their tests will be invalidated. In addition, the FDOE employs a test security company, Caveon Test Security, to analyze student test results to detect unusually similar answer patterns. Student results within a school that are found to have extremely similar answer patterns will be invalidated.

**■ Leaving Campus**—If your student leaves campus before completing the test (for lunch, an appointment, or illness, etc.), he or she WILL NOT be allowed to complete the test. If your student does not feel well on the day of testing, it may be best for him or her to wait and be tested on a make-up day. Please also be mindful to not schedule appointments on testing days.

If you have any questions related to this test administration, you may contact [School Contact] at [Contact Info]. For more information about the statewide assessment program and assessment graduation requirements, visit the FDOE website at <http://fcat.fldoe.org/>.

Thank you for supporting your student as he/she prepares for testing.

Sincerely,

[Principal Name]