SPRING 2013
FLORIDA ALGEBRA 1, BIOLOGY 1, GEOMETRY, US HISTORY, AND CIVICS FIELD TEST (FT) END-OF-COURSE (EOC) ASSESSMENTS COMPUTER-BASED TESTS (CBT)

TRAINING PACKET

Student Assessment and Educational Testing
Assessment, Research, and Data Analysis

Miami-Dade County Public Schools

SPRING 2013 FLORIDA EOC ADMINISTRATIONS
SCHEDULE OF ACTIVITIES

	School Assessment Coordinator	Technology Coordinator
February 19 – March 4	Complete Certification Tool - EOC Survey **https://app1.fldoe.org/CBT/CertificationTool**	Complete Technology Readiness Activities. Select Proctor Cache Computer(s). Install software and configure to PearsonAccess.
April 2	Carry out school-wide Infrastructure Trial and complete survey.	Carry out school-wide Infrastructure Trial.
April 2 – 26	Create accounts for test administrators in Pearson site (operational). Create or reset your password for each Pearson site (operational and training center).	-
	Complete training test administrators and proctors. Cache all test sessions at the school. Verify student information. Complete scheduling activities. Print Student Authorization Tickets and Session Rosters.	Configure browser setting for the Proctor Cache computer. Set up student workstations. Establish URL links. Install visual barriers.
April 10-19	**View mandatory Algebra 1, Biology 1, Geometry, US History, and Civics (FT) EOC School Assessment Coordinator Screencast Training and complete the electronic verification form at http://www.surveymonkey.com/s/PSC7M72.**	-
April 15- May 31	Proctor cache EOC test sessions and make-up sessions, as needed.	Assist school assessment coordinator with proctor caching as needed.
April 16 – 22	Delivery of CBT work folders and paper tests EOC materials, Pre-ID student labels, and rosters including VI materials (if applicable), via Comet Delivery Services. Verify shipment.	-
April 22-26	**Adult Centers**: Pick up EOC materials and calculators at TDC by 3:30 pm.	-
April 29- May 1	**US History**: Manually start test sessions. Resume test sessions, as needed. Monitor test sessions.	Run Proctor Caching during testing. Assist test administrators and school assessment coordinator during testing.
April 30*	Return all US History EOC "TO BE SCORED" and "NOT TO BE SCORED" paper-based test materials to TDC.	-
May 1-3	Mark US History test sessions complete and stop test sessions. Invalidate student results, if applicable, and record accommodations. Delete PDF copies of the Student Authorization Tickets and Session Rosters from your computer. Verify software removal. Complete School Assessment Coordinator Comment Form online.	-
May 2-8	**Biology 1**: Manually start test sessions. Resume test sessions, as needed. Monitor test sessions.	Run Proctor Caching during testing. Assist test administrators and school assessment coordinator during testing.
May 6*	Return all BIOLOGY 1 EOC "TO BE SCORED" and "NOT TO BE SCORED" paper-based test materials to TDC.	-

SPRING 2013 FLORIDA EOC ADMINISTRATIONS
SCHEDULE OF ACTIVITIES

	School Assessment Coordinator	Technology Coordinator
May 7-8	Mark Biology 1 test sessions complete and stop test sessions. Invalidate student results, if applicable, and record accommodations. Delete PDF copies of the Student Authorization Tickets and Session Rosters from your computer. Verify software removal. Complete School Assessment Coordinator Comment Form online.	-
May 9-15	**Algebra 1**: Manually start test sessions. Resume test sessions, as needed. Monitor test sessions.	Run Proctor Caching during testing. Assist test administrators and school assessment coordinator during testing.
May 10*	Return all ALGEBRA 1 EOC "TO BE SCORED" and "NOT TO BE SCORED" paper-based test materials to TDC.	-
May 14-15	Mark Algebra 1 test sessions complete and stop test sessions. Invalidate student results, if applicable, and record accommodations. Delete PDF copies of the Student Authorization Tickets and Session Rosters from your computer. Verify software removal. Complete School Assessment Coordinator Comment Form online.	-
May 16-22	**Geometry:** Manually start test sessions. Resume test sessions, as needed. Monitor test sessions.	Run Proctor Caching during testing. Assist test administrators and school assessment coordinator during testing.
May 17*	Return all Geometry EOC "TO BE SCORED" and "NOT TO BE SCORED" paper-based test materials to TDC.	
May 20-24	**Civics FT**: Manually start test sessions. Resume test sessions, as needed. Monitor test sessions.	Run Proctor Caching during testing. Assist test administrators and school assessment coordinator during testing.
May 21-22	Mark Geometry test sessions complete and stop test sessions. Invalidate student results, if applicable, and record accommodations. Delete PDF copies of the Student Authorization Tickets and Session Rosters from your computer. Verify software removal. Complete School Assessment Coordinator Comment Form online.	-
May 23-24	Mark Civics FT test sessions complete and stop test sessions. Invalidate student results, if applicable, and record accommodations. Delete PDF copies of the Student Authorization Tickets and Session Rosters from your computer. Verify software removal. Complete School Assessment Coordinator Comment Form online.	-
May 28-31	Make-up EOC tests (US History, Biology 1, Algebra 1, and Geometry), if needed.	- Purge all EOC test content from Proctor Caching stations after testing. Complete the School Technology Coordinator Comment Form online.
June 3*	Return the "District Coordinator Only box for all EOC tests to TDC. **Adult Centers:** Please also return calculators.**	-

*On the scheduled return dates, schools must hand-deliver all EOC "To Be Scored" and "Not To Be Scored" materials to the Test Distribution Center (TDC), 13135 SW 26 Street, Miami, FL 33175, by 3:30 pm.

MIAMI-DADE COUNTY PUBLIC SCHOOLS
Summary of the Spring 2013
Algebra 1, Biology 1, Geometry, US History, and Civics Field Test (FT)
End-of-Course (EOC) Assessments
Computer-Based Test (CBT)
Administration Procedures

> *NOTE: THIS MATERIAL DOES NOT COVER EVERY ASPECT OF THE SPRING 2013 FLORIDA ALGEBRA 1, BIOLOGY 1, GEOMETRY, US HISTORY EOC ASSESSMENTS, AND CIVICS FT CBT ADMINISTRATIONS; IT HIGHLIGHTS PROCEDURES THAT ARE SPECIFIC TO THE TEST ADMINISTRATIONS IN MIAMI-DADE COUNTY PUBLIC SCHOOLS. SCHOOL ASSESSMENT COORDINATORS ARE RESPONSIBLE FOR FOLLOWING THE ADMINISTRATION PROCEDURES SPECIFIED IN THE TEST ADMINISTRATION MANUAL.*

SPRING 2013 FLORIDA END-OF-COURSE (EOC) ASSESSMENTS

The Spring 2013 Florida Algebra 1, Biology 1, Geometry, and US History End-of-Course (EOC) assessments will be administered in K-8 centers, middle schools, senior high schools, alternative centers, and adult centers to eligible students during the months of April/May as noted below:

EOC Assessments	Testing Dates
US History	April 29 – May 1
Biology 1	May 2 – 8
Algebra 1	May 9 – 15
Geometry	May 16 – 22
Civics Field Test (selected schools)	May 20 – 24
EOC Make-up Testing, as needed	May 28 – 31

The Algebra 1, Biology 1, Geometry, US History, and Civics Field Test EOC are Computer-Based Tests (CBT), and all eligible students will be participating using the CBT platforms. Note that EOC paper-based administrations will be available for ESE or 504 students as documented on an IEP or 504 plan and accommodated CBT test forms are available for all EOC assessments except the field test during this administration. Students requiring paper-based versions or computer-based accommodated forms will not be required to participate in the Civics Field Test.

The Civics Field Test (FT) will be administered on May 20 – 24, 2013 in M-DCPS locations that were selected by the Florida Department of Education (FLDOE). The Civics FT is designed to gather data on items that will be used in future operational EOC assessments. Student results will not be reported for the field test.

All eligible students must complete a practice session for the specific test(s) they are scheduled to take (Algebra 1, Biology 1, Geometry, US History, and/or Civics FT) prior to the administration of the operational test(s).

EOC ASSESSMENTS REGISTRATION

For the Spring 2013 administration of the EOC Assessments, currently enrolled senior high school and alternative education center students are not required to pre-register to take the test. School staff is responsible for identifying their enrolled students who need to participate in the EOC test administration, notifying them about the test, and assigning them to testing rooms. School staff **may** choose to use the *Miami-Dade County Public Schools FCAT/FCAT 2.0 Retake and End-of-Course(EOC) Registration Form (FM-7276)* provided as Attachment A or another alternative method for documenting that students have been advised regarding their testing requirements and the testing dates.

All other test takers (Credit Acceleration Program (CAP) and Adult Education students) must pre-register to participate in the Spring 2013 EOC Assessments administration to ensure that sufficient materials and proctors are available for the test administration.

Pre-registration is critical because it facilitates:

- confirming students' eligibility to participate in the test administration (current enrollment and test sections needed);
- ensuring that students are informed about the test dates and the scheduling of test sessions;
- ensuring that students will have appropriate ID for the test session;
- ensuring that sufficient test administrators and proctors are scheduled;
- ensuring that sufficient test materials are available to meet the testing needs of pre-registered students;
- ensuring that students are advised that they may only test at one location during each testing window;
- assigning students to testing rooms and generating rosters of students to be tested; and
- maintaining test security.

The *Miami-Dade County Public Schools FCAT/FCAT 2.0 Retake and End-of-Course (EOC) Registration Form (FM-7276),* provided in Attachment A, can be used for student registration. This form may be obtained electronically from Records and Forms Management (http://forms.dadeschools.net/search.asp) and may be duplicated as

needed. Please note that students are required to show valid picture identification at registration and again at the entrance to testing. Students should be informed of the test format (computer-based administration) at the time of registration, and should be given information regarding the computer-based testing practice test (ePat).

Adult education centers must test any of their enrolled students who need to take the respective EOC Assessment and are NOT enrolled in a senior high school during day school. All students must register in advance, by **Friday, April 19, 2013**, in order to ensure that they can be accommodated and that sufficient materials are available.

However, students may be permitted to register after this date on a space-available basis. At the time of registration and before scheduling the student to participate in a test session, the student's eligibility for the test must be verified.

ADMISSION OF STUDENTS TO TESTING

Each test administrator must have a list of those students who are assigned to test in his/her room for each session. The list must have the student's name and Florida identification number. Student's photo identification must be checked before unfamiliar students are admitted to a testing room. Only those students who are on the pre-assigned list for a testing room and who have photo identification will be admitted to a test session.

Tardy registered students are **not** to be admitted to a testing room once the session has started and instructions have been given. They must be rescheduled for a make-up session. Note, "walk in" or unregistered students are **not** to be admitted to a test session. They may only be assigned to a waiting list.

ROLES AND RESPONSIBILITIES FOR IMPLEMENTING THE FLORIDA EOC ASSESSMENT PROGRAM AT SCHOOL SITES

School administrators, teachers, and other school staff shall all be made aware of their professional obligations with regard to testing programs. The roles and responsibilities of the principal, school assessment coordinator (test chairperson), technology coordinator, test administrator, and proctor in the implementation of assessment programs are described below.

Principal

The principal is responsible for ensuring that tests are administered in accordance with professional test administration procedures, as outlined in the administration manuals, program guides, and training materials provided by the test publishers, the state, and/or the district, and for ensuring that any violations of test administration and/or security procedures are reported appropriately and in a timely manner. The principal designates

a school assessment coordinator and ensures that the school assessment coordinator attends all mandatory district training sessions and follows established procedures. Although the principal may delegate the coordination of specific testing programs to the school assessment coordinator or another designee, the ultimate responsibility for maintaining the integrity of the test administration rests with the principal. The principal must submit a *School Procedural Checklist* (FM-6927) (Attachment B) at the conclusion of each testing program, to certify that the test administration was conducted in accordance with the district's established guidelines and procedures.

School Assessment Coordinator

The school assessment coordinator is responsible for organizing and monitoring testing programs at the school level in accordance with the procedures outlined for each program. Primary responsibilities include: attending district training sessions; planning and implementing test administrations; training test administrators and proctors; arranging for testing locations; verifying receipt of test materials; verifying and managing student information; scheduling students into test sessions and classes; organizing and distributing materials to the test administrators; printing Student Authorization Tickets and Session Rosters; maintaining the security of test materials in the schools; supervising test administration; starting and stopping test sessions, resuming students, scheduling make-up sessions, invalidating tests, and recording accommodations used by the students; maintaining all required records and documentation; returning test materials for scoring; maintaining the confidentiality of student test records; and completing the School Assessment Coordinator Checklist as stated in the *2012-2013 Florida End-of-Course (EOC) Assessments Testing Administration Manual* (*EOC TAM, Appendix E*).

Technology Coordinator

The technology coordinator is responsible for assisting the school assessment coordinator in the implementation of the computer-based test administration. The *Spring 2013 EOC Technology Coordinator Guide* (http://www.pearsonaccess.com/cs/Satellite?c=Page&childpagename=Florida%2FflPALPLayout&cid=1205461226841&pagename=flPALPWrapper&resourcecategory=Spring+EOC) provides instructions and information that technology coordinators will need to prepare schools for computer-based testing. The technology coordinator is responsible for reading and becoming familiar with all of the information in this guide prior to each test administration. Primary responsibilities include: ensuring that all computers meet the minimum system requirements; downloading and installing test content on a proctor cache computer; assisting test administration staff during the administration sessions to assist with any technical difficulties that may develop; monitoring system usage during the administration; and completing the Technology Coordinator Checklist as stated in the *2012-2013 Florida End-of-Course (EOC) Assessments Testing Administration Manual* (*EOC TAM, Appendix E*). At the conclusion of testing, the technology coordinator must purge test content from the proctor caching computer(s).

Test Administrator

The test administrator is responsible for directing and conducting student testing sessions, as specified in the test administration manual and training packet. Only certificated administrative and instructional employees (e.g., teachers, counselors, media specialists) who have received appropriate training for a particular test may serve as test administrators. Primary responsibilities include: attending required training sessions; establishing appropriate conditions in the testing room that include installing visual barriers for computer-based testing; distributing and returning student test materials including Student Authorization Tickets, work folders, CBT Worksheets, reference sheets, and Session Rosters for computer-based testing; accounting for all assigned materials; strictly adhering to test scripts and directions; actively monitoring students during the testing session and resuming students on the computer, if applicable; following security procedures to ensure a standard administration; and completing the Test Administrator Checklist as stated in the *2012-2013 Florida End-of-Course (EOC) Assessments Testing Administration Manual* (*EOC TAM,* Appendix E).

Proctor

The proctor is responsible for actively monitoring the testing session and for assisting the test administrator in managing the session and maintaining test security. Administrative, instructional, non-instructional, and paraprofessional employees who have received appropriate training for a particular test may serve as proctors. However, non-certificated employees may only assist in distributing and collecting student test materials under the direct supervision of a certificated test administrator, and may not administer the test, read test scripts, or have sole responsibility for the test materials. In addition, parents or other community volunteers who are trained in proctoring and test security may serve as test proctors, but **proctors who are not employees may not handle any test materials or be left alone with students or test materials at any time.** Note that proctors may not be assigned to proctor in a family member's classroom or at the same grade level as the family member.

Relief Staff

Relief staff who may serve in classrooms in the temporary absence of the regular test administrator or proctor must meet all of the requirements specified for the applicable role, and must have received appropriate training related to test administration and test security procedures.

ASSIGNMENT AND TRAINING OF TEST ADMINISTRATORS AND PROCTORS

Who may serve as test administrators? Certified instructional staff (e.g., teachers, counselors, media specialists) who have received appropriate training related to procedures for administering the EOC assessments, and the test security procedures

may serve as test administrators.

Who may serve as proctors? Instructional, non-instructional, and paraprofessional employees who have received appropriate training related to procedures for proctoring the EOC assessments, and the test security procedures may serve as proctors.

Required Ratio for EOC Assessments Administration

	Ratio*
Paper-Based	1:30
Computer-Based	1:25

*Adult (proctor or test administrator) to student ratio.

Use of Non-School Personnel as Proctors

Non-school system personnel may be used to assist test administrators during test administration. However, they may not participate in any of the test administration procedures.

- Non-school system personnel may not handle or distribute secure test materials;
- Non-school system personnel may not hand-grid student answer documents;
- Non-school system personnel may not answer student questions.

Non-school system personnel may be used only as an "extra set of eyes" to assist test administrators in monitoring test administration and to assist in maintaining an atmosphere that provides students with optimal testing conditions. Parents may not be placed in rooms in which members of their families are being tested. Volunteers and tutors who work with specific students must not be placed in rooms in which students with whom they work are being tested. M-DCPS students may not serve as classroom volunteers in any capacity during testing. Volunteers must sign the *Volunteer Responsibilities while assisting with the Florida End-of-Course Assessments* (Attachment C) and the Florida *EOC Test Administration and Security Agreement* (EOC Manual, Appendix E).

All test administrators and proctors must be informed of their duties and all applicable security procedures and policies. The attached document, *Test Administrators' Responsibilities: Maintaining Test Security Before, During, and After the Florida EOC Assessments (*Attachment D) is provided for use in training test administrators and proctors in maintaining test security.

DISTRICT MONITORING OF FLORIDA EOC ASSESSMENTS ADMINISTRATIONS

In order to ensure that the EOC assessments are administered in accordance with the required procedures regarding uniformity and security, district staff will visit randomly

selected school sites on test and/or make up dates, as well as during the time period in which materials are stored at the schools.

Activities to be monitored include: the storage location of testing materials; procedures used to distribute/collect materials to and from test administrators and students; procedures used to admit students to testing rooms; and adherence to directions for administering the EOC assessments.

The person assigned to monitor your school will need to speak to the school assessment coordinator, may sit in on a testing session, and will also have to be shown different areas of your school to make observations. These activities will not interfere with your school's testing schedule.

GENERATING STUDENT LISTS

Eligible students to test for the Spring 2013 EOC assessments include students that are currently enrolled or completed an eligible course during the 2012-13 school year, and have not yet tested for the respective EOC assessment. In addition, students in the credit acceleration program (CAP) wishing to "test for credit" may also take any of the EOC assessments. The EOC assessments are computer-based test (CBT) only; accommodated CBT forms are available as noted on the student's IEP or 504 plan.

Eligible students for the Spring 2013 Civics FT include all students in grades 6-8 enrolled in and completing one of the eligible courses at schools selected in the field test sample.   Note that students who completed one of the eligible courses in the end of semester one should **not** participate in the Spring 2013 Civics FT. Students with disabilities and ELLs who are able to access computer-based assessments should participate in this field test administration. Any student who requires paper-based accommodations, accommodated CBT forms, or assistive devices will not participate.

PREPARING ANSWER DOCUMENTS AND PREIDENTIFIED STUDENT LABELS

Please note that students using paper test documents should not be listed as taking a CBT in PearsonAccess. Schools will receive pre-identified (PreID) student labels for eligible students with paper-based accommodations.   Eligible paper-based accommodations include: regular print and Contracted and Uncontracted Braille. In addition, large print on paper is considered a Unique Accommodation and prior approval by the Florida Department of Education is required.   A Pre-ID roster, which lists the students for whom a Pre-ID label is provided, will be included in each school's shipment. The Pre-ID roster should be verified against the school-generated list of eligible students.

PreID labels for paper-based accommodations will be provided for eligible students at K-8 centers, middle and high schools, and alternative education centers. PreID labels

will be based on students enrolled at the schools as of **March 15, 2013**. Test-and-answer booklets for students, who are new to the school after March 15, 2013 with paper accommodations, must be hand-gridded for paper-based tests according to the directions in the *2012-2013 Florida End-of-Course (EOC) Assessments Testing Administration Manual*.

SCHEDULING STUDENTS INTO CLASSES AND SESSIONS

For the EOC administrations, all eligible schools, including Adult Education Centers, will have pre-identified student information available online for students that were enrolled at the school as of **March 15, 2013.** Verify the information in Pearson against the student information database. If the Student Name or Student Florida ID Number is incorrect in PearsonAccess, student(s) must be deleted and reentered with the correct information (EOC TAM, pages 92-97).

Schools should add any new students who enrolled after **March 15, 2013**, and are eligible based on the students to be tested requirements (EOC TAM, pages 3-5).

Schools that need to manually add students who are eligible to be tested and were not included in the PreID file, may use the *M-DCPS FCAT / FCAT 2.0 Retake and End-of-Course (EOC) Registration Form* (Attachment A) to collect student registration information. Students must be added to the PearsonAccess operational BLUE site only according to directions in the *2012-2013 Florida End-of-Course (EOC) Assessments Testing Administration Manual*.

PREPARING CBT TEST SESSIONS AND PRINTING STUDENT AUTHORIZATION TICKETS AND SESSION ROSTERS

Computer-based testing activities including scheduling students and test sessions will be managed on PearsonAccess starting April 1, 2013 once the PreID file has been uploaded. Student information was uploaded to PearsonAccess based on student data as of March 15, 2013. Any student enrollment changes after **March 15, 2013** must be added and/or deleted to PearsonAccess.

School assessment coordinators will view and verify student information using the online session rosters for CBT administrations. In addition, school assessment coordinators must create test sessions in PearsonAccess and maintain a list of all test sessions to provide to the technology coordinator. The technology coordinator must configure browser setting for the Proctor Cache computer to allow the school assessment coordinators to cache test content for all test sessions. The school assessment coordinators must also ensure that Proctor Caching is running for these sessions prior to the first day of testing.

School assessment coordinators will print Student Authorization Tickets (see sample

Attachment F) for every student which will enable the student to log into a test. Each authorization ticket is a secure test document which contains the TestNav URL, the student's unique Login ID, and a test code (password). The school assessment coordinators must also print Session Rosters (see Attachment F) (list of students tested in the same test session) which may be used to collect the required administration information. **The tickets and rosters are secure documents and must be placed in a secure limited access location.**

SPECIAL PROGRAM STUDENTS

Students from special programs (**Home Education (HE)** (13 / 9998), **Miami-Dade Online Academy (M-DOA)** (13 / 7001), and **Florida Virtual School Full-Time (FLVS)** (71 / 0300 Middle School and 71 / 0400 High School) will test at their assigned school for the Spring 2013 EOC Assessments administrations. All HE and M-DOA students who are eligible for any of the EOC assessment will be set up in PearsonAccess by District staff. All HE and M-DOA students will be placed in district created test sessions based on eligibility. The test sessions will be named: **DISTRICT ALGEBRA** for the Algebra 1 Test Session, **DISTRICT BIOLOGY** for the Biology 1 Test Session, **DISTRICT GEOMETRY** for the Geometry Test Session, and/or **DISTRICT US HISTORY** for the US History Test Session. School assessment coordinators will need to assign a testing room and print and distribute the Student Authorization Tickets, Florida Computer Based Testing Work Folders, and CBT Worksheets to registered students taking the computer-based tests. FLVS Full Time students will be set up in PearsonAccess by FLVS Full-Time Program Staff. The Student Authorization Tickets for the FLVS students assigned to your school will be sent via email to the principal and the school assessment coordinator. Please note that Student Authorization Tickets are secure documents and must be kept in a locked, limited access location as with any secure test documents.

School assessment coordinators will assign a testing room and distribute the provided Student Authorization Tickets to the registered HE, M-DOA and/or FLVS students. Students will use the provided ticket with the unique Login ID and test code (password) to log into TestNav from their assigned school.

Please note: If a HE or M-DOA student is disconnected during a computer-based test administration, the school assessment coordinator must contact the District to be "Resumed" at 305-995-7520. However, if a FLVS student is disconnected during a computer-based test administration, the school assessment coordinator must contact the FLVS Office, Maggie Lind at 321-418-3387 or email at mlind@connectionseducation.com. Please have the student's first and last name, to enable District and FLVS staff to resume a student's test.

REQUESTING ADDITIONAL TEST MATERIALS

K-8 centers, middle schools, senior high schools, alternative education centers, and adult education centers will be receiving allocations of Spring 2013 EOC Assessments test materials based on the number of eligible students enrolled at the school as of March 15, 2013.

Comet Delivery Services will deliver to K-8 centers, middle schools, senior high schools, and alternative centers Spring 2013 Florida End-of-Course (EOC) CBT Work Folders, paper tests, and PreID student labels, for eligible students on April 16-22, 2013. Schools will need to receive and securely store these materials. If any additional materials are needed, contact the Test Distribution Center, at 305-995-3743.

Adult education centers may pick-up Spring 2013 EOC Assessments test materials at TDC, 13135 SW 26 Street, Miami, Florida, on April 22-26, 2013, between the hours of 7:30 a.m. and 3:30 p.m.

MATERIALS PROCEDURES

School assessment coordinators are to follow all materials handling procedures specified in the *EOC Assessments Test Administration Manual* to ensure that the security of the test materials is maintained. In addition, procedures specific to Miami-Dade County Public Schools are set forth below.

- When the EOC test materials are received, immediately **verify the counts** and sequence numbers of materials received against the packing slip or ***Spring 2013 EOC Administration Record/Security Checklists, if applicable* (available online at www.PearsonAccess.com/fl, using the school assessment coordinator's unique username and password).**

- Call **Student Assessment and Educational Testing (SAET) at 305-995-7520** immediately, if there are any irregularities or discrepancies in your shipments or if you need additional materials.

- Maintain the ***Test Materials Chain of Custody Form*** (Appendix E in EOC Manual) to track secure paper-based materials at all times when materials are handled.

- **Shrink-wrapped packages of secure materials (paper test materials) may be opened no sooner than <u>three (3) days</u> prior to the scheduled EOC testing date for each subtest, <u>NO EARLIER</u>.**

- Only the school test coordinator and persons designated by the school site administrator may prepare test materials. All handling, including affixing of labels and hand-gridding, must be done in a limited-access area. Students are **not**

permitted to assist in this process or to handle test materials before or after testing.

- All test materials, including Student Authorization Tickets, Session Rosters, CBT Worksheets, CBT Work Folders, Reference Sheets, Periodic Table of Elements, and approved calculators must be placed in locked storage immediately and remain there until the test date.

- Secure test materials must be stored in a locked location with strictly limited access (3 or fewer keys). Strict accounting of the keys to the secure location must be maintained; limited to the principal, assistant principal, and/or school assessment coordinator. No master key should open the storage area.

- The use of seating charts or recording of specific seat assignments is now **required** for paper-based and computer-based testing in all rooms, including make-up sessions. A sample seating chart is provided as Attachment E.

EOC MATERIALS RETURN TO THE TEST DISTRIBUTION CENTER

The "*Friendly Reminder" (*Attachment G) provides a quick reference guide for packing and returning your EOC paper test materials. School assessment coordinators are encouraged to review this document to assist with the process of packing and returning of materials.

For the Spring 2013 Florida EOC Assessment test administrations, all schools are to hand-deliver **"To Be Scored" materials and "Not To Be Scored" materials (if applicable), and the "District Assessment Coordinator Only" Box,** including materials for visually impaired students and VI calculators (Adult Centers also return approved calculators) to the Test Distribution Center (TDC), 13135 S.W. 26th Street, Miami, FL **by 3:30 p.m. as noted in the Friendly Reminder (Attachment G).**

CBT Materials Return

The Session Rosters, Chain of Custody Form (PBT only), seating chart, Security Logs, Florida Computer-Based Testing Work Folders (used and unused), CBT Worksheets (used and unused), reference sheets (used and unused), periodic tables (used and unused), and School Procedural Checklist (FM-6927) will be returned in the District Assessment Coordinator Only Box for all EOC assessments including Civics FT documentation.

The Student Authorization Tickets will remain at the schools for one calendar school year.

Hand-held Scientific calculators and headset adaptors (splitters), if applicable provided by the FLDOE for the Geometry TestHear accommodated forms and paper-based

administrations must be returned back to the Test Distribution Center in the manila envelope.

STATE AND DISTRICT REQUIRED FORMS

The following district and state forms must be completed. **Keep copies of each at your school site for a minimum of one calendar year after the test results have been released.**

- The *Administration Record / Security Checklist* (sample provided, Appendix E in EOC Manual) must be used to capture all required administration information and maintain a list of the number of documents and range of security numbers assigned to each test administrator for every day of testing. The Spring 2013 EOC Administration Record / Security Checklist will be available in Excel format from www.PearsonAccess.com/fl. The test administrator must sign for receipt of the test materials when issued; the school assessment coordinators must sign for receipt of materials upon their return after testing.

- The *Test Materials Chain of Custody Form* must be maintained to document that **paper-based test materials** are secured and accounted for at all times (Appendix E in EOC Manual).

- The *Session Rosters* (see Sample Attachment F) must be used to capture all required administration information for the CBT administrations. The Session Rosters are available at www.PearsonAccess.com/fl for each test session.

- The *EOC Administration and Security Agreement* must be read and signed by district and school staff certifying that test administration and security procedures will be followed as outlined in the Florida Test Security Statute and Rule (Appendix E in EOC Manual).

- *Test Administrator Prohibited Activities Agreement* affirming that test administrators understand prohibited activities during the test administration and possible consequences of inappropriate behavior (Appendix E in EOC Manual).

- The *Security Log* must be completed during testing by personnel (test administrators, proctors, relief staff, etc.) assigned to monitor a testing room for any length of time (Appendix E in EOC Manual).

- Attendance rosters, seating charts, and test group codes define groups tested together and help to maintain a record of student room assignments. Test group codes must be used for **all testing groups for the Spring 2013 EOC test administrations.** Additionally, the use of seating charts or recording of specific seat assignments is **required** for all testing rooms. A sample seating chart is provided as Attachment E.

- After the conclusion of the test administration, the school assessment coordinator and principal must complete the *Miami-Dade County Public Schools School Procedural Checklist* (FM-6927) (Attachment B), certifying that the test administration was supervised by the school principal in accordance with the District's established guidelines and procedures.

ATTACHMENT A

MIAMI-DADE COUNTY PUBLIC SCHOOLS
FCAT/FCAT 2.0 RETAKE AND EOC REGISTRATION FORM

Administration:	**FCAT/FCAT 2.0 RETAKE**	**END-OF-COURSE** (Computer-based)
	_____FCAT 2.0 READING (Computer-based)	_____ALGEBRA 1 _____BIOLOGY 1
	_____FCAT MATHEMATICS (Computer-based)	_____GEOMETRY _____US HISTORY

STEP 1: STUDENT DETAILS

1. **Florida Student ID#** [ ][ ][ ][ ][ ][ ][ ][X]   **ISIS Student ID #** (if applicable) [1][3][0][ ][ ][ ][ ][ ][ ]

2. **Student Last Name** (All caps)   Phone# (_____) _____ - _____

3. **Student First Name** (All caps)

4. **Student Middle Initial** (Cap)

5. **Adult Center (Test Center)** _____**Adult Center #** _____

STEP 2: TEST REGISTRATION DETAILS

1. **Administration:** _____/_____ Month/Year

2. **Date of Birth** _____/_____/_____(MM/DD/YYYY)

3. **Ethnicity:** Hispanic / Spanish Origin (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race   (check one) : _____Yes _____No

4. **Race** (check Yes or No for each option)
    _____Yes _____No American Indian/Alaskan Native
    _____Yes _____No Asian
    _____ Yes _____No Black or African American
    _____ Yes _____No Native Hawaiian / Pacific Islander
    _____ Yes _____No White

5. **Gender** _____ Male _____ Female

6. **Grade** (check one)   ____10   ____11   ____12   ____13th Yr.   ____ADULT

7. **Are you a first time test taker?**   _____ Yes   _____ No

> Individuals other than regularly enrolled students who intend to take the EOC assessment and who have a diagnosed disability may also be entitled to certain test modifications. Have you been diagnosed or are you aware of having a physical or learning disability"? ____ Yes   ____ No
> If you answer yes, you need to submit to your test center an official document that records the disability. For further information, please contact your guidance counselor.
> If the applicant does not inform the center about the disability at the time of registration, the test center will NOT be required to provide accommodations on the test day.

Picture identification must be provided by the student at the time of registration AND on the day of testing as follows:

Check one: ____ Florida Driver's License Number   ____Photo attached to this form   ____Other (specify)

_____   _____   _____
Student Signature at Registration   Date   Counselor or School Assessment Coordinator

_____   _____   _____
Student Signature at Entrance to Reading Session   Date   Counselor or School Assessment Coordinator

_____   `   _____   _____
Student Signature at Entrance to Mathematics Session   Date   Counselor or School Assessment Coordinator
*ePat Practice Tests are available at www.FLAssessments.com/ePat.   FM-7276 (03-13)

ATTACHMENT B

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST
Spring 2013 Florida EOC Algebra 1, Biology 1, Geometry, US History, and/or Civics (FT) TESTING PROGRAM

Documentation that the **EOC Assessments** at each school was supervised by the principal in accordance with the guidelines and procedures established by Miami-Dade County Public School district is required. This form must be completed by the school principal and the School Assessment Coordinator; include the original completed form in the District Assessment Coordinator Only box and retain a copy at the school for one year following administration. If any item was marked "No", a written report of any exceptions to the procedures below must be attached to this checklist when submitted.

We certify that, to our knowledge, all guidelines and procedures outlined in the **Spring 2013 Florida EOC** Program Guide / Test Administration Manual for computer-based and / or paper-based administrations have been strictly adhered to at this school, and that each of the following specific processes have taken place as prescribed; as noted below:

Yes   No

___   ___   All **Spring 2013 Florida EOC** testing materials were received and counted, and any discrepancies were reported and reconciled with the Test Distribution Center prior to the test administration. After reconciliations, if any, our school had sufficient quantities of **Spring 2013 Florida EOC** materials to conduct testing.

___   ___   Prior to the test administration, all staff involved in the **Spring 2013 Florida EOC** administration were trained on appropriate test administration and security procedures. The Test Security Guidelines / Procedures were reviewed with all persons administering or having access to test items and / or content of paper-based and / or computer-based tests, either in a faculty meeting, a grade group or department meeting, or individually, if absent from scheduled group meetings.

___   ___   The **Spring 2013 Florida EOC** was administered following the explicit directions stated in the appropriate test administration manual to assure test standardization (computer-based testing, paper-based testing, testing with accommodations).

___   ___   Following testing, all test materials were accounted for according to the guidelines in the **Spring 2013 Florida EOC** manual. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing.

___   ___   Following computer-based testing, all content was purged from the Proctor Caching computer(s) according to the guidelines in the **Spring 2013 Florida EOC** manual.

___   ___   All "To Be Scored" documents were delivered to their prescribed destination on the designated date(s).

___   ___   All "Not To Be Scored" materials have been boxed and stored in a secure, access-restricted area. These materials will remain in locked storage until pickup by the contracted carrier **or** delivery to the Test Distribution Center, according to the program guidelines.

_____   _____
Principal's Signature   Date

_____   _____
School Assessment Coordinator's Signature   Date

_____   _____
School Name   School Number

FM-6927 (08-11)

ATTACHMENT C

**VOLUNTEER RESPONSIBILITIES WHILE ASSISTING WITH THE FLORIDA COMPREHENSIVE ASSESSMENT
TEST (FCAT / FCAT 2.0) AND THE FLORIDA END-OF-COURSE (EOC) ASSESSMENTS
SECURITY AGREEMENT**

Florida Test Security Statute 1008.24 states that it is unlawful for anyone knowingly or willingly to violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education. The rules are as follows:

➢ Do not give examinees access to test questions prior to testing;

➢ Do not copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test book;

➢ Do not read, look at, or review any test content (passages, test items, mathematics problems, etc.);

➢ Do not coach examinees during testing or alter or interfere with examinees' responses in any way;

➢ Follow all procedures specified in the test administration manuals; and

➢ Do not participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this statute.

Any person who violates this section is guilty of a misdemeanor of the first degree, punishable by a fine of not more than $1,000 or imprisonment for not more than 90 days, or both.

The district superintendent of schools shall cooperate with the Commissioner of Education in any investigation concerning the administration of a test administered pursuant to state statute or rule.

Non-school system personnel may be used to assist test administrators during test administration. However, they may not participate in any of the test administration procedures.

- Non-school system personnel may not handle or distribute secure test materials;
- Non-school system personnel may not hand-grid student answer documents;
- Non-school system personnel may not answer student questions.
- Parents may not be placed in rooms in which members of their families are being tested.
- Volunteers and tutors who work with specific students must not be placed in rooms in which students with whom they work are being tested.
- M-DCPS students may not serve as classroom volunteers in any capacity during testing.

Non-school system personnel may be used only as an "extra set of eyes" to assist test administrators in monitoring test administration and to assist in maintaining an atmosphere that provides students with optimal testing conditions. Prior to testing, all volunteers must be informed of their duties and the appropriate test security procedures for monitoring the test sessions. Volunteers must also be informed of the test security laws and rules prohibiting any activities that may threaten the integrity of the test. Parents may not be placed in rooms in which members of their families are being tested.

I have read the information contained in this form and agree to abide by the provisions involving test security for the Florida Comprehensive Assessment Test (FCAT / FCAT 2.0) and Florida End-of-Course (EOC) Assessments.

_____   _____
Volunteer's Signature   Date

_____
Name Printed

_____   _____
Principal (or Designee's) Signature   School Name/School Number

ATTACHMENT D

TEST ADMINISTRATORS' RESPONSIBILITIES
MAINTAINING TEST SECURITY BEFORE, DURING, AND AFTER THE FLORIDA
EOC ASSESSMENTS ADMINISTRATION

This material does not cover every aspect of the EOC Assessments administration. Rather, it highlights procedures to be followed in order to maintain test security during a testing session. Persons serving as test administrators or proctors for the EOC Assessments **must** attend a training session conducted at their school or center and must review the *EOC Assessments Test Administration Manual* and the District's *Standards, Guidelines, and Procedures for Test Administration and Test Security.* **Test irregularities must be reported immediately to a school administrator.**

Preparing for the Assessment

1. Test administrators and proctors **must** be familiar with the test security procedures and administration directions prior to the actual test administration. Each test administrator **must** be provided with a test manual containing the security procedures, the administration directions, and the script to be read to students. Test administrators **must use the manual** to administer the test.

2. Test administrators and/or proctors **must not** have access to the test booklets until the day of testing.

3. For paper-based administrations, there **must** be one adult (test administrator) for every 30 students. Note for computer-based tests (CBT) the ratio of student per adult is smaller (i.e. 25 students / 1 test administrator).

4. Test administrators **must not** look at or review any test content (i.e., prompt, passages, test items, mathematics problems, etc.) before, during, or after the test session.

5. The test booklet **must not** be opened or the seal broken (if seal is present) before testing begins.

6. All classroom materials that might provide clues to students (e.g., maps, math formulas, word walls, multiplication charts) **must** be removed from the test room, or covered, prior to testing.

7. Test materials **must** be readily available, inventoried, and organized for easy test administration. Test administrators **must** ensure that they have sufficient materials to test their assigned students.

8.   Seating should be adequately arranged and spaced to discourage cheating. The use of seating charts to plan and record student seat assignments **is required**. All seating charts must indicate the front and back of the room, as well as the direction the students are facing.

9.   For a CBT test session, ensure that all software applications, including Internet browsers, are closed on all student workstations before the test session begins.

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*_**Students should be discouraged from bringing any materials into the classroom other than pencils and erasers**. **All materials must be placed under the students' desks during testing. Specifically, possession of all electronic devices, including telephones, pagers, electronic translators, organizers, etc., is a cause for invalidation. Any such devices must be turned off and stored out of "arm's reach" during testing. Approved four-function and scientific calculators are the only devices students may use during the test. The test administrators, proctors, and school staff must also turn off and put away all electronic devices.**_

Conducting the Assessment

10.   Test administrators and/or proctors **must** have a roster of students assigned to their room for the test administration. Test administrators and/or proctors **must not** admit students into the testing room unless their names are on the roster of students for that room. The test administrator or proctor **will** check unfamiliar student photo identification (e.g., driver's license or school identification) as students enter and exit the testing room.

11.   The test administrator will take roll on each day of testing by writing the date tested next to each student's name or by placing a check mark under the appropriate date and subtest column on the student roster. The school assessment coordinator at your school will have instructed you on the use of the roster at your training session.

12.   For paper-based testing, the test administrator will ensure that students read and sign the Testing Rule Acknowledgment prior to testing. Students taking a computer-based test must read and click a checkbox (TestNav) or circle (TestHear) beside the Testing Rules Acknowledgement before testing begins.

13.   For paper-based testing, the test administrator and/or proctor **will** assign a test booklet and/or test and answer booklet number to each student and check off each student's name on the roster as he/she is given a test booklet, and will record the assigned booklet number for documents with security numbers.

14.   Students are to be allowed access to test booklets (test questions) **only** during the actual administration of the test. Please be reminded that under no circumstances are students to be permitted to handle any test materials before or

after the test administration. Students are not permitted to assist in carrying or distributing any test materials.

15. All testing materials including paper test booklets, Florida Computer-Based Testing Work Folders, CBT Worksheets, Student Authorization Tickets, and approved four-function and scientific calculators, must be handed to, and collected from, each student individually. **No test materials may be handed out in groups or passed along from student to student**.

16. All testing materials, including approved four-function and scientific calculators, should be secured immediately, out of reach of students. **Do not leave test booklets, Student Authorization Tickets, and Session Rosters, on top of a desk or table or anywhere that is accessible to students (even if test administrators and/or proctors are in the room).**

17. Test administrators **must** read the appropriate script for administering the EOC as it is presented in the test administration manual. One manual (2012-2013 EOC Manual) is provided for the Winter 2012, Spring and Summer 2013 EOC administrations. Note: Instructions for computer-based test (CBT), paper-based test (PBT), and accommodated form administrations are included in this manual. However, there are different scripts for each form type.

  ➢ Spring 2013 EOC CBT scripts are presented in the *2012-2013 End-of-Course Assessments Test Administration Manual,* pages 31-81.
  ➢ The TestHear accommodated CBT forms, scripts are presented in Appendix A in the *2012-2013 End-of-Course Assessments Test Administration Manual,* pages 171-222.
  ➢ Spring 2013 EOC (regular print paper-based for accommodations) scripts are presented in Appendix A in the *2012-2013 End-of-Course Assessments Test Administration Manual,* pages 223-256.
  ➢ Spring 2013 EOC (ePat) scripts are posted at www.pearsonaccess.com/fl under the ePat tab.

18. For all subjects, the FLDOE requires a test group code. The school assessment coordinators must create and assign test group codes. Test administrators must ensure that students mark the appropriate class test group code on the test document (paper-based) or enter the test group code after the "Welcome" screen (CBT), as directed.

Security measures implemented for Computer-Based Testing parallel those for paper-based administration. Test Administrators and/or proctors must actively monitor the testing session.

19. Computer labs must be set up to ensure that students cannot view the monitors of other students' workstations. Visual barriers may be used to prevent incidental viewing.

20. The test administrator and/or proctor must verify the identification of unfamiliar students when distributing Student Authorization Tickets.

21. Student Authorization Tickets and Session Rosters are secure test documents, and must be kept in locked, limited access location.

22. During test sessions, unused tickets must be secured (i.e., not left on a desk, podium within reach of students).

23. Procedures must be implemented to contact the school assessment coordinator during a session in case a student is disconnected from the session and must be resumed.

24. If test administrators are given access to PearsonAccess to resume test sessions, an additional proctor should be assigned to the testing room.

25. If a student must be excused for a short break, **it is permissible to turn off the monitor** so that the screen cannot be viewed, rather than exiting the test session.

26. Remember, the EOC is a secure test. Neither test administrators nor proctors may read the items in the test booklets before, during, or after the test administrations. The content of the test is not to be reviewed or discussed with students, staff, parents, or community members at any time before, during, or after the test.

27. The test items may not be copied or retained in any way for future use. Students are not to be questioned or "debriefed" on test content or test items at any time, nor may any test items or test content be reviewed with students after the test.

28. Students are encouraged to review items within the current EOC session until they "submit" their responses, when finished, or at the end of the time allotted.

29. Students must not be assisted in using the PearsonAccess tools or answering test questions by anyone, including persons administering or proctoring the test.

30. Students are **NOT** permitted to use notes, electronic devices, or any other materials during the assessment. However, ELL students **should** have access to a heritage-language-to-English dictionary (no definitions); according to the guidelines set forth in Appendix A of the Test Administration Manuals. Proctors should check these books to ensure that there are no notes or other materials inside them.

31.   Each ESE student **must** be provided with the appropriate and allowable accommodations delineated in his/her IEP. Only those accommodations delineated for each student may be provided for that student.

32.   The test administrators and/or proctors are **required** to walk around the room and maintain their attention on the students to prevent cheating and to ensure that students are working in the correct section.

In the event of a cheating invalidation, the test administrator and/or proctor is required to report the incident immediately to the school assessment coordinator and the school administration and to document the incident thoroughly.

33.   If a student needs to leave the room during a paper-based test session, all testing materials including approved four-function and scientific calculators must be collected by the test administrator and/or proctor and held until the student returns.

34.   At no time should the students in the testing room be left unsupervised during the assessment (i.e., while students have test booklets in their possession).

35.   If there is an extended break during a paper-based test session (such as a lunch break), collect all test materials individually from each student. All test booklets (used and unused) must be accounted for and, if the test administrator and/or proctor is unable to remain in the room with the materials, returned to locked storage until testing resumes.

36.   If there is an extended break during a CBT test session (such as a lunch break), students must exit the TestNav system by clicking the X or the red circle in the top corner of the screen and clicking Yes, exit the test, then clicking Yes once more. If the student exits the system, he or she must be authorized to resume testing. Students **MUST NOT** submit their responses for a break, or the test session cannot be resumed.

37.   If an extended break, such as lunch, occurs for either paper-based or computer-based testing sessions, students **must** be closely monitored during the break to ensure that the content of the test is not discussed.

38.   If students are moved to a different location during testing, a new seating chart must be created and maintained for this location.

Concluding the Assessment

39.   At the conclusion of testing, all test materials are to be collected from each student **individually**.

40. For paper-based administrations, the test administrator should make sure the student's name appears on the test-and-answer booklet / folder and that the correct booklet number has been recorded for that student. The student name must be identical to the one on his/her student ID. At this time, the test administrator **must** verify that **the student** has completed the student name, school name, district name, and test group code as specified in the test script, and that the accommodation, demographic, or "DNS" bubbles **have not** been filled out inappropriately. Any errors or discrepancies must be reported to the school assessment coordinator at the time the materials are returned after testing.

41. The test administrator should also verify that students have signed their Testing Rule Acknowledgment.

42. **Used test and answer booklets / folders collected from students must not be placed where they are accessible to the other students still remaining in the room.**

43. The test administrator should verify that students have signed their Student Authorization Tickets and individually collect any Florida Computer-Based Testing Work Folders, CBT Worksheets, Student Authorization Tickets, reference sheets, periodic tables of elements, and approved four-function or scientific calculators.

44. Make sure that each computer displays the desktop. Assist any students who needs help submitting the test.

45. At the conclusion of a CBT test session, verify that each student has properly completed the test by checking his or her computer screen before the student leaves the room.

46. As soon as the last student has completed the assessment or when time is up, the test administrator should account for all the testing materials EOC test booklets, Florida Computer-Based Testing Work Folders, CBT Worksheets, Student Authorization Tickets, reference sheets, periodic table of elements, approved four-function and/or scientific calculators that were assigned to him/her for that test session. Any discrepancies must be reported to the school assessment coordinator **immediately.**

47. No student should be permitted to leave the testing room until it has been verified and documented that all his/her testing materials have been returned to the test administrator. Test administrators must verify that each student returned each type of secure testing document on the Administration Record / Security Checklist and/or Session Roster by checking the appropriate fields. This may be done by crossing or checking off each student's name from a student list or roster as the test materials are collected.

48. Ensure that all accommodations actually used by each student are included in your required administration information. These accommodations will be added to the student profiles in the computer or recorded on the student grid sheet.

49. Test administrators must record any absences or test invalidations and report them to the school assessment coordinator at the time the materials are returned. In the case of test invalidations, the test administrator must verify that the "DNS" bubble for that test session is completed appropriately.

50. All test materials must be returned to secure storage immediately after the conclusion of testing. Students **must not** assist school staff in carrying or transporting testing materials to and from the test room.

> *Please be reminded that, even after the conclusion of the assessment, the security of the test items and content must be maintained. Any review of test questions, test content, or test answers, whether after the test day or after the end of the testing window, is prohibited. Such actions compromise the security of the test content and are considered to be a violation of testing standards.*

ATTACHMENT E

Sample Seating Chart

School _____   Location_____   Test_____

Teacher _____   Proctor _____

Test Group Code _____   Room # _____   Date _____   Time_____

Session Name (CBT only) _____

FRONT OF THE ROOM

☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐

BACK OF THE ROOM

Student Assessment and Educational Testing

ATTACHMENT F

Student Authorization Ticket

Student Authorization Ticket
Florida

Session: Test Session
Test: Algebra 1
Location: Lab A

STUDENT, SAMPLE
DOB: 07/23/1998 | ID: XXXXX13518

Signature: _____

You will be asked to provide the following information in order to access the test on the computer.

URL: http://www9.etest.pearson.com/FL
Login ID: 8432078132
Test Code: 6L8RWD

Session Roster

Session Roster

Test Administration:	Winter 2012 EOC	Scheduled Start Date:	11/28/2012
Test Session Status:	Not Started	Scheduled Start Time:	08:00 AM
Session Name:	Test Session	Actual Start Date:	
School:	PEARSONACCESS PUBLIC SCHOOL (000002)	Actual Start Time:	
		Location:	Lab A
Test to be Administered:	Algebra 1		
Read Aloud:	No		
Form Group Type:	SEE BELOW		
Test Code:	ULBZH8		

Results: 2

Student Name	Student ID	Date of Birth:	Class	Form/Form Group Type	Login ID	*Attend.	Accommodations
STUDENT, SAMPLE	0122257022	03/27/1995	FLCLASS	Main	4828798018		
STUDENT, SAMPLE	8451350854	04/08/1995	FLCLASS	Main	2443512747		

Results: 2

U.S. HISTORY ---- Tuesday, April 30, 2013 (one day only)

- **TO BE SCORED (Brown Label)**
  - Virtual School Program (Please refer to the *2012-2013 Florida End-of-Course Assessments Test Administration Manual*, and use the table on page 125, to correctly identify the different programs).
  - Home Education Program (13/9998).
  - Your school's documents.

- **TO BE SCORED BRAILLE (Pink Label)**

- **TO BE SCORED LARGE PRINT Unique Accommodation Only (White Label)**

- **NOT TO BE SCORED (Yellow Label)**
  - Unused test and answer books, and defective documents with all DNS bubbles gridded. Include unused special document (braille, large print) materials and any special documents with DNS bubbles gridded.

BIOLOGY 1 ---- Monday, May 6, 2013 (one day only)

- **TO BE SCORED (Orange Label)**
  - Virtual School Program (Please refer to the *2012-2013 Florida End-of-Course Assessments Test Administration Manual*, and use the table on page 125, to correctly identify the different programs).
  - Home Education Program (13/9998).
  - Your school's documents.

- **TO BE SCORED BRAILLE (Pink Label)**

- **TO BE SCORED LARGE PRINT Unique Accommodation Only (White Label)**

- **NOT TO BE SCORED (Yellow Label)**
  - Unused test and answer books, and defective documents with all DNS bubbles gridded. Include unused special document (braille, large print) materials and any special documents with DNS bubbles gridded.

ALGEBRA 1 ---- Friday, May 10, 2013 (one day only)

- **TO BE SCORED (Purple Label)**
  - o <u>Virtual School Program</u> (Please refer to the *2012-2013 Florida End-of-Course Assessments Test Administration Manual*, and use the table on page 125, to correctly identify the different programs).
  - o <u>Home Education Program (13/9998)</u>.
  - o <u>Your school's documents.</u>

- **TO BE SCORED <u>BRAILLE</u> (Pink Label)**

- **TO BE SCORED <u>LARGE PRINT</u> Unique Accommodation Only (White Labels)**

- **NOT TO BE SCORED (Yellow Label)**
  - o Unused test and answer books, and defective documents with all DNS bubbles gridded. Include unused special document (braille, large print) materials and any special documents with DNS bubbles gridded.

GEOMETRY ----   Friday, May 17, 2013 (one day only)

- **TO BE SCORED (Green Label)**
  - o <u>Virtual School Program</u> (Please refer to the *2012-2013 Florida End-of-Course Assessments Test Administration Manual*, and use the table on page 125, to correctly identify the different programs).
  - o <u>Home Education Program (13/9998)</u>.
  - o <u>Your school's documents.</u>

- **TO BE SCORED <u>BRAILLE</u> (Pink Label)**

- **TO BE SCORED <u>LARGE PRINT</u> Unique Accommodation Only (White Label)**

- **NOT TO BE SCORED (Yellow Label)**
  - o Unused test and answer books, and defective documents with all DNS bubbles gridded. Include unused special document (braille, large print) materials and any special documents with DNS bubbles gridded.

Remember to place the completed *Document Count Form* <u>under</u> the paper band, on top of the first banded stack labeled 1 of n, of corresponding answer documents.   Do not copy *blank* document count forms.

Detailed instructions regarding the packaging and return of EOC Assessment materials are available in the *2012-2013 Florida End-of-Course Assessments Test Administration Manual.*

Note: Calculators remain at the school site, except for talking calculators and scientific talking calculators. However, Adult Centers must return the calculators to TDC. Pack **Large Key/Large Display talking calculators** and **scientific talking calculators** in the manila envelope provided.

"DISTRICT ASSESSMENT COORDINATOR ONLY" BOX

- **Original Administration Record / Security Checklist** or school's developed form with all the required information, (Test Administration Manual, pages 16 and 313).
- **Session Rosters** (CBT only), (Test Administration Manual, page 9).
- Original **Chain of Custody Form** (PBT Only), (Test Administration Manual, page 309). Original **Seating Chart** (Training Packet).
- Original **Security Logs**, (Test Administration Manual, page 311).
- **CBT Work Folders** (used and unused).
- **CBT Worksheets** (used and unused).
- **Algebra/Geometry Reference Sheets** (used and unused).
- **Periodic Tables** (used and unused).
- Original **School Procedural Checklist** (FM-6927), (Training Packet).
- Headset Adaptors (splitters), if applicable.

Note: **Please retain copies of all of the above documents for your records for one year.**

Write *"District Assessment Coordinator Only"* on this box and number the box 1 of 1. Do not place a colored label on the box or pack any test materials. This box will be retained for our records at TDC. **Hand-deliver the District Assessment Coordinator Only box to the Test Distribution Center 9038, by June 3rd, 2013.**

ALL PAPER-BASED ACCOMMODATIONS TEST MATERIALS, LARGE KEY/LARGE DISPLAY TALKING CALCULATORS AND SCIENTIFIC TALKING CALCULATORS MUST BE HAND-DELIVERED TO THE TEST DISTRIBUTION CENTER ON THE DESIGNATED DATES, <u>NO EXCEPTIONS.</u>

ATTACHMENT H

> **You may use the template below to notify parents/guardians of the upcoming computer-based Spring EOC assessment administration. 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)]. EOC assessments are computer-based tests (CBT), and your student [will have/has had] an opportunity to participate in a practice test to become familiar with the software, item types, and online tools he or she will encounter and use during testing.

If you or your student would like to review the CBT practice test at home, you can download instructions and a practice test (called an "ePAT") at www.FLAssessments.com/ePAT. Your student may practice as often as necessary prior to testing. You may also view Student Tutorials at www.FLAssessments.com/StudentTutorials.

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 checking a box next to 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 remember not to 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]

You may use the template below to notify parents/guardians of the upcoming computer-based Spring EOC assessment administration. 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]

Estimado padre de familia o tutor:

La presente tiene por objetivo notificarle que su estudiante tomará [la(s) prueba(s) de fin de curso (EOC) en Álgebra 1/Biología 1/Geometría/Historia de los Estados Unidos/ y las pruebas de fin de curso en la práctica en Educación Cívica] el [administration day(s)/date(s)]. Las pruebas de fin de curso se impartirán en una computadora (CBT, por sus siglas en inglés) y su estudiante [tendrá o ha tenido] la oportunidad de participar en una prueba de entrenamiento para familiarizarse con el programa de computadoras, con los tipos de contenido y las herramientas que encontrará y utilizará en línea durante las pruebas.

Si usted o su estudiante desease repasar en su hogar la prueba de entrenamiento CBT en la computadora, puede bajar las instrucciones y una prueba de entrenamiento (llamada "ePAT") en www.FLAssessments.com/ePAT. Antes de la prueba, su estudiante puede practicar tan a menudo como sea necesario. También puede ver las pautas que guían paso a paso al estudiante (*Student Tutorials*) en www.FLAssessments.com/StudentTutorials.

Por favor, revise con su estudiante las normas siguientes antes de que tome la prueba:

■ **Dispositivos electrónicos**— Si durante la prueba o durante los recesos (*e.g.,* ir al baño, durante el almuerzo) se encontrase en poder de su estudiante CUALQUIER dispositivo electrónico, incluyendo, entre otros: teléfonos celulares y teléfonos *'smart',* dicha prueba se invalidará, lo que significa que no será calificada. Es mejor que los estudiantes dejen los dispositivos en sus hogares o en sus vestuarios *(lockers)* el día de la prueba.

■ **Aceptación de los Reglamentos de la Prueba**— Todas las pruebas de EOC incluyen una declaración donde se aceptan los reglamentos de la prueba que dice, "Entiendo los reglamentos de la prueba que me acaban de leer. Si no cumplo con estos reglamentos, puede que se invaliden las calificaciones de mi prueba".   Antes de la prueba, los encargados de administrarla leerán los reglamentos a los estudiantes y los estudiantes deben confirmar que entienden los reglamentos de la prueba marcando la casilla que se encuentra al lado de dicha declaración.

■**Invalidaciones de las pruebas**—Los estudiantes son responsables de dar sus propias respuestas en las pruebas y de protegerlas para que las mismas no puedan ser vistas por otros estudiantes. Si se observa que los estudiantes están haciendo trampas durante las pruebas, las mismas se invalidarán. Además, el Departamento de Educación de la Florida (FDOE, por sus siglas en inglés) emplea a Caveon Test Security, una compañía de seguridad, para que analice los resultados de las pruebas de los estudiantes con el fin de detectar patrones inusualmente similares en las respuestas. Los resultados de la prueba de los estudiantes se invalidarán si Caveon encuentra en una misma escuela patrones de respuestas extremadamente similares.

■ **Si se abandona el recinto**—Si su estudiante abandona el recinto antes de terminar su prueba (para el almuerzo, por una cita o por enfermedad, etc.), NO SE LE permitirá que termine la prueba. Si su estudiante no se siente bien el día de la prueba, será mejor para él o para ella que espere a tomar la prueba en el día designado para retomarla. Por favor, también tenga en cuenta de no concertar citas en los días en que se imparten las pruebas.

Si tuviese alguna pregunta relacionada con la administración de estas pruebas, se puede comunicar con [School Contact] al [Contact Info]. Para más información acerca del programa estatal de pruebas y los requisitos para la graduación, visite el sitio web del FDOE http://fcat.fldoe.org/.

Gracias por apoyar a su estudiante mientras se prepara para la prueba.
Atentamente,
[Principal Name]

> **You may use the template below to notify parents/guardians of the upcoming computer-based Spring EOC assessment administration. 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]

Chè Paran/Gadyen,

Bi lèt sa a se pou enfòme w elèv ou a pral pran egzamen [Aljèb 1/Biyoloji 1/Jewometri/Evalyasyon EOC "End-of-Course" (Fen Kou) Istwa Etazini/Evalyasyon nan Domèn Sivik] nan dat [administration day(s)/date(s)]. Evalyasyon EOC yo "computer-based test (CBT)" (egzamen sou òdinatè) e elèv ou a [pral gen/te gen] yon opòtinite pou patisipe nan yon egzamen pratik pou vin familyarize avèk pwogram nan, kalite materyèl yo, ak zouti sou Entènèt li pral rankontre e itilize pandan egzamen an.

Si oumenm oubyen elèv ou a ta renmen revize egzamen pratik CBT a lakay, ou ka ouvri enstriksyon yo sou Entènèt ak yon egzamen pratik (ki rele yon "ePAT") nan www.FLAssessments.com/ePAT. Elèv ou a ka pratike toutotan li nesesè anvan egzamen an. Ou ka tou al gade Leson Patikilye Elèv nan www.FLAssessments.com/StudentTutorials.

Silvouplè revize règ k ap suiv yo ak elèv ou a anvan egzamen an:

■ **Aparèy Elektwonik**—Si yo jwenn elèv ou a avèk KÈLKESWA aparèy elektwonik, gen ladan men ki pa limite a telefòn pòtab, e telefòn "smart", pandan egzamen an, sa gen ladan, (pa egzanp poz pou ale nan twalèt, repa midi), yo ap anile egzamen li a. Pi bon bagay elèv yo ka fè se kite aparèy yo lakay oubyen klete yo nan kazye yo jou egzamen an.

■ **Rekonèt Règleman pou Egzamen an** —Tout evalyasyon EOC ki gen ladan yon Règleman Egzamen pou ou Konnen ki di konsa, "Mwen konprann règleman yo fèk li pou mwen yo. Si mwen pa suiv règleman sa yo, y ap anile nòt mwen pou egzamen an." Anvan yo bay egzamen an, moun ki ap administre egzamen an ap li règleman yo pou elèv yo, e elèv yo dwe fè konnen yo konprann règleman pou egzamen an nan siyen non yo anba deklarasyon an.

Anilasyon Egzamen – Elèv yo responsab pou travay pou kont yo pandan egzamen an e pou pwoteje repons yo pou lòt moun pa wè yo. Si yo jwenn elèv yo ap triche pandan egzamen an, yo ap anile egzamen yo. Anplis, FDOE anplwaye yon konpayi sekirite egzamen, "Caveon Test Security" (Sekirite Egzamen Caveon), pou analize rezilta egzamen elèv yo pou detekte modèl similarite repons ki etranj. You ap anile rezilta elèv nan yon lekòl yo jwenn avèk modèl similarite repons ki ekstrèmman etranj.

■ **Kite Kanpous la**—Si elèv ou a kite kanpous la anvan li fini egzamen an (pou repa midi, yon randevou, oubyen maladi), yo PAP kite l fini egzamen an. Si elèv ou a pa santi l byen jou egzamen an, li kab pi bon pou l tann e pran egzamen an nan yon jou ratrapaj. Silvouplè sonje pou w pa pran randevou nan jou egzamen yo.

Si w gen nenpòt kesyon konsènan administrasyon egzamen sa a, ou ka kontakte [School Contact] nan [Contact Info]. Pou plis enfòmasyon sou pwogram evalyasyon atravè tout eta a, vizite sit Entènèt FDOE a nan http://fcat.fldoe.org/.

Mèsi dèske w sipòte elèv ou a pandan li ap prepare pou egzamen an.

Sensèman,

[Principal Name]

> **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]

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[Date]

Estimado padre de familia o tutor:

La presente tiene por objetivo notificarle que su estudiante tomará [la(s) prueba(s) de fin de curso (EOC) en Álgebra 1/Biología 1/Geometría/Historia de los Estados Unidos/ y las pruebas de fin de curso en la práctica en Educación Cívica] el [administration day(s)/date(s)].

Por favor, revise con su estudiante las normas siguientes antes de que tome la prueba:

■ **Dispositivos electrónicos**— Si durante la prueba o durante los recesos (*e.g.,* ir al baño, durante el almuerzo) se encontrase en poder de su estudiante CUALQUIER dispositivo electrónico, incluyendo, entre otros: teléfonos celulares y teléfonos *'smart',* dicha prueba se invalidará, lo que significa que no será calificada. Es mejor que los estudiantes dejen los dispositivos en sus hogares o en sus vestuarios *(lockers)* el día de la prueba.

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■**Invalidaciones de las pruebas**—Los estudiantes son responsables de dar sus propias respuestas en las pruebas y de protegerlas para que las mismas no puedan ser vistas por otros estudiantes. Si se observa que los estudiantes están haciendo trampas durante las pruebas, las mismas se invalidarán. Además, el Departamento de Educación de la Florida (FDOE, por sus siglas en inglés) emplea a Caveon Test Security, una compañía de seguridad, que analiza los resultados de las pruebas de los estudiantes con el fin de detectar patrones inusualmente similares en las respuestas. Los resultados de la prueba de los estudiantes se invalidarán si Caveon encuentra en una misma escuela patrones de respuestas extremadamente similares.

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[Insert School/District Letterhead]
[Date]

Chè Paran/Gadyen,

Bi lèt sa a se pou enfòme w elèv ou a pral pran egzamen [Aljèb 1/Biyoloji 1/Jewometri/Evalyasyon EOC "End-of-Course" (Fen Kou) Istwa Etazini/Egzamen EOC (End-of-Course) nan Domèn Sivik] nan dat [administration day(s)/date(s)].

Silvouplè asire ou revize règ k ap suiv yo anvan egzamen an:

■ **Aparèy Elektwonik**—Si yo jwenn elèv ou a avèk KÈLKESWA aparèy elektwonik, ki gen ladan men ki pa limite a telefòn pòtab, e telefòn "smart", pandan egzamen an sa gen ladan, (pa egzanp poz pou ale nan twalèt, repa midi), yo ap anile egzamen li a. Pi bon bagay elèv yo ka fè se kite aparèy yo lakay oubyen klete yo nan kazye yo jou egzamen an.

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■ **Kite Kanpous la**—Si elèv ou a kite kanpous la anvan li fini egzamen an (pou repa midi, yon randevou, oubyen maladi eks.), yo PAP kite l fini egzamen an. Si elèv ou a pa santi l byen jou egzamen an, li kab pi bon pou l tann e pran egzamen an nan yon jou ratrapaj. Silvouplè sonje pou w pa pran randevou nan jou egzamen yo.

Si w gen nenpòt kesyon konsènan administrasyon egzamen sa a, ou kab kontakte [School Contact] nan [Contact Info]. Pou plis enfòmasyon sou pwogram evalyasyon atravè tout eta a, vizite sit Entènèt FDOE a nan http://fcat.fldoe.org/.

Mèsi dèske w sipòte elèv ou a pandan li ap prepare pou egzamen an.

Sensèman,

[Principal Name]
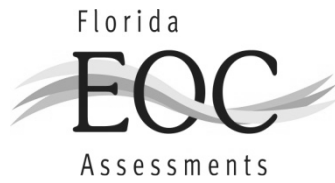
CBT Worksheet

Student Name: _____

Date: _____

For use with computer-based FCAT 2.0 Reading tests, the Civics EOC Assessment Field Test, and the U.S. History EOC Assessment

TESTING CONTACT INFORMATION

ASSESSMENT, RESEARCH, AND DATA ANALYSIS (ARDA)
Ms. Gisela Feild, Administrative Director

STUDENT ASSESSMENT AND EDUCATIONAL TESTING (SAET)
1450 NE 2nd Avenue, Suite 208, Miami, FL 33132
Office Hours: 7:30 a.m. to 4:30 p.m.
Telephone Number: 305-995-7520
Fax Number: 305-995-7522

Procedural Questions:
Dr. Sally A. Shay, District Director
sshay@dadeschools.net

Ms. Maria C. Bruguera, Director I
mbruguera@dadeschools.net

Ms. Mara Ugando, Staff Specialist
mugando@dadeschools.net

TEST DISTRIBUTION CENTER (TDC)
13135 S.W. 26 Street, Miami, FL 33175
Center Hours: 7:30 a.m. to 4:00 p.m.
Telephone Number: 305-995-3743
Fax Number: 305-995-3963

Testing Materials/Delivery/Return:
Ms. Magaly Hernandez, Supervisor I
mrhernadez@dadeschools.net

Ms. Maria Vargas, Administrative Assistant II
mhvargas@dadeschools.net

INFORMATION TECHNOLOGY SERVICES (ITS)
Infrastructure and System Support:

Mr. Javier Perez, Executive Director
JPerez@dadeschools.net
Telephone Number: 305-995-3331

Mr. Roly Avila, Supervisor
RAvila@dadeschools.net
Telephone Number: 305-995-3334

District assessment coordinators are responsible for creating new user accounts for schools participating in computer-based testing (CBT) in their districts or for training certain school users to create accounts. They are also responsible for ensuring the account end dates for all users in the district are accurate and are not set to expire prior to or during the test administration.

New user accounts can be created either individually using the New User Account wizard in PearsonAccess, or in groups using a file upload. Both options are explained in this guide.

Before setting up these accounts, it is recommended that you inform school users that they will be receiving notification emails from **florida@support.pearson.com** once their accounts have been created. Please remind them that they may receive two almost identical emails (one for the Training Center and one for the PearsonAccess operational site), and that they must use the links provided to set up passwords for both accounts.

Determine User Roles

Computer-based testing manuals, guides, and training materials describe tasks to be completed in PearsonAccess before, during, and after testing. The ability to complete these tasks is tied to the role assigned to user accounts in PearsonAccess. Please see the attached *Abbreviated User Roles Matrix – Florida* for the permissions assigned to each user role. Depending on the size of the school and the district, one individual may require more than one user role. For example, a school assessment coordinator might also serve as a school technology coordinator, or a district technology coordinator might serve as the school technology coordinator in several schools. **Carefully review the user roles matrix and assign user roles as appropriate, based on your district's policies.**

If you are creating accounts **individually**, you will select the appropriate role(s) in the New User Account wizard:
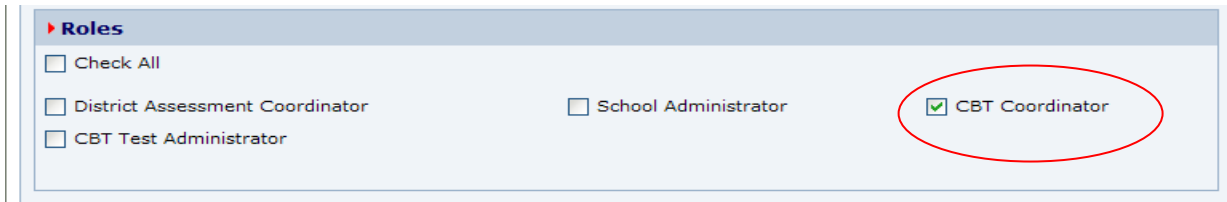

If you are creating accounts **in groups**, you will enter the appropriate role in the column on the .csv file, separating multiple roles with a colon. See the list extracted from a sample .csv file below:
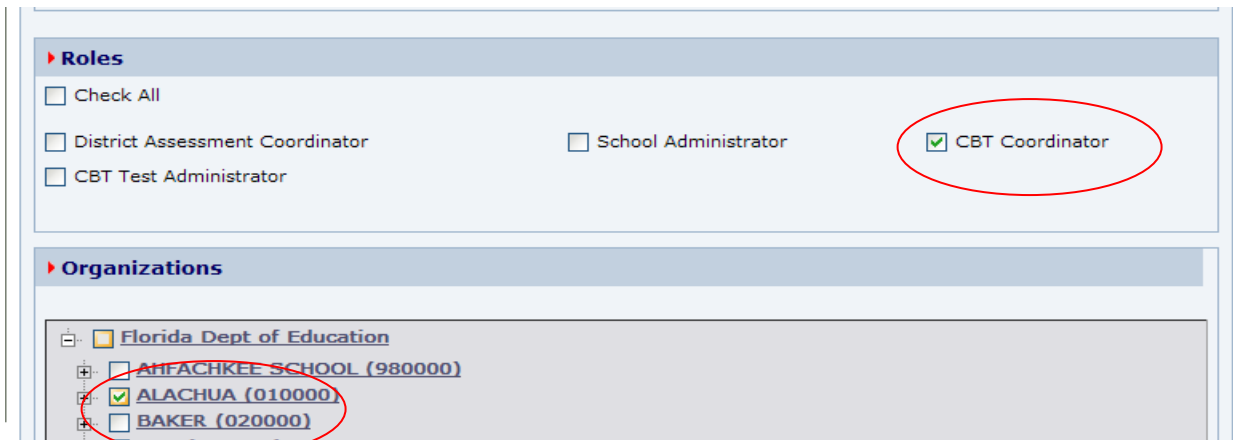
Follow the instructions for each user type very carefully. The following list contains general recommendations from the FDOE, but please consider your district's policies when making assignments.
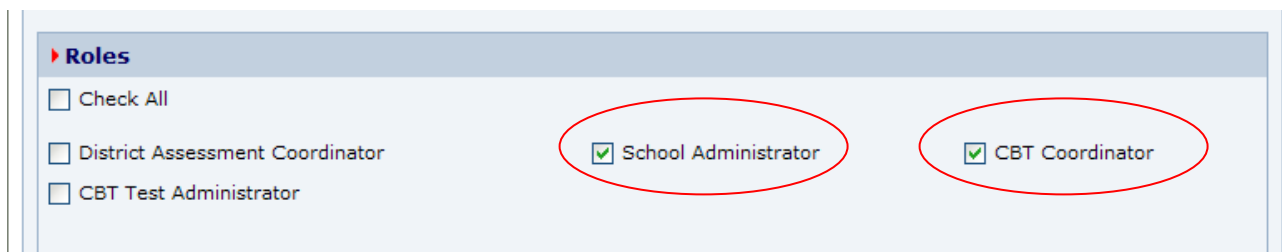
- For **school** staff involved in **computer-based testing** activities only, assign the **CBT Coordinator** role ONLY. **These staff members will NOT have access to score reports.**


- For any **district** staff involved in **computer-based testing** (assessment and technology staff) who should **not have access to score reports**, assign the **CBT Coordinator** role and select your district as the assigned organization.

- For any **district** staff involved in **computer-based testing who should have access to score reports**, assign the **District Assessment Coordinator** role and select your district as the assigned organization.

- For any **school** staff who need **access to score reports** but will not be involved in CBT activities, assign the **School Administrator** role.

- For any **school** staff involved in **computer-based testing** who also require **access to reports**, assign the **School Administrator** role AND the **CBT Coordinator** role. **This is the ONLY scenario where both would be selected.**

Please check the currently assigned user roles in your district very carefully to ensure that only users who should have access to reports are assigned the *School Administrator* or *District Assessment Coordinator* user roles.
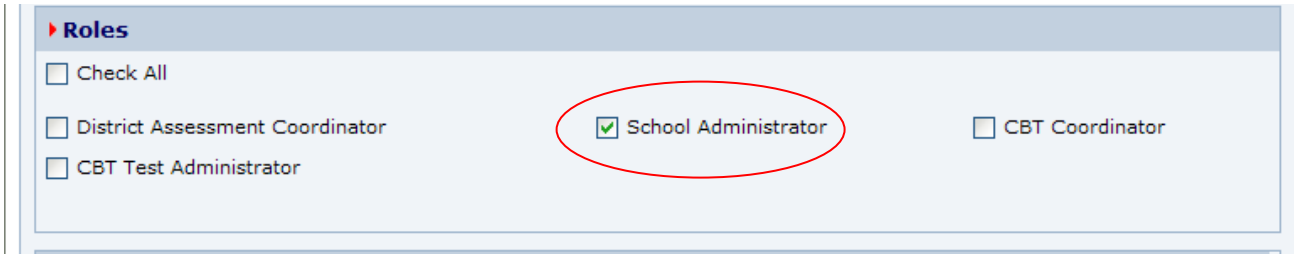
School Administrators and CBT Test Administrators are unable to create user accounts. The following table illustrates the roles District Assessment Coordinators and CBT Coordinators may assign when creating new user accounts.

User Role	May assign the following roles:
District Assessment Coordinator	• **District Assessment Coordinator** • **School Administrator** • **CBT Coordinator** • **CBT Test Administrator**
CBT Coordinator	• **CBT Coordinator** • **CBT Test Administrator**

Districts who would like their CBT Coordinators to create these school-level accounts will need to train CBT Coordinators to do so. The instructions in this guide are geared towards district-level users.

Verify End Dates for All Users

At the beginning of the school year and before a major test administration, it is important to confirm that the account end dates for all users in your district are not set to expire prior to or during the upcoming test administration. **Neither the FDOE nor Pearson is reviewing and updating the user data, and the default end date for an account is one year.** These instructions can be combined with the **Create/Modify User Accounts – Group** instructions to submit a .csv file that includes new users and updated end dates.

1. Log in to www.PearsonAccess.com/FL. Remember to complete the following steps in **both** the Training Center (brown) and the operational (blue) sites.

2. Go to **Administrative Management** and select **View User Accounts**.

3. Export an Excel file of all user accounts.
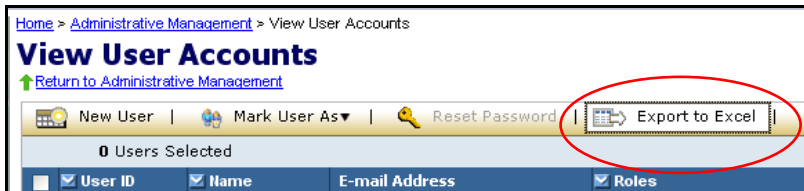
4. In the Excel file, review the End Date column for all users.

Start Date	End Date
6/21/2009 0:00	6/21/2012 0:00
7/9/2011 1:00	7/9/2013 1:00
7/9/2011 1:00	7/9/2013 1:00
4/2/2010 0:00	4/9/2010 0:00
11/17/2009 15:55	8/26/2011 6:06
11/17/2009 15:59	8/26/2010 6:06
2/22/2011 0:00	2/22/2013 0:00
3/3/2011 0:00	6/29/2012 0:00
3/3/2011 0:00	6/29/2012 0:00

5. If any End Dates are scheduled before the end of the administration year and the user should remain active, update the End Date. The date and time are required fields (MM/DD/CCYY HH:mm). **Remember to account for school administrators who will need to retrieve score reports over the summer.** Save the file.

6. To submit the updated user account file, go to **Administrative Management** and click **Send User Account File**.

Home > Administrative Management
Administrative Management
↑Return to Home
Security
  View User Accounts
  Send User Account File

7. Click **Browse** to select the file you just updated. The file does not require a particular title; however, it must be saved as a .csv file.

Home > Administrative Management > Send User Account File
Send User Account File
↑Return to Administrative Management

Send User Account File

File Name
[ ] [Browse...]

File processing may require up to 24 hours

[Send]

File Status Notification

Primary Contact:
tara.gardner@fldoe.org

☑ E-mail Additional Contacts
  add/change additional contacts

Results: **1-1 of 1**

File Name	☑ Sent By	☑ Sent Date ▼	☑ Status	Messages
UAT_Send_User_Account_Test_File.csv	egolfal	10/02/2010 11:51 AM	Complete	Processing complete

Results: **1-1 of 1**

8. Click **Send**.

When the file is submitted, a processing step will validate the records and check for errors. **All valid records will be loaded to the database.** Records with data problems will not be loaded to the database. If an email address is provided when uploading the file, an email notification will be sent when processing is complete. The email will detail the status of the uploaded file and provide you with a link to the PearsonAccess website so you can review the file upload status.

File Status

- To check the status of a submitted file, return to the **Send User Account File** screen. The lower half of the screen displays the processing status of submitted files, and the status is typically displayed within 2 hours of submitting the file.

				Results: 1-5 of 74
File Name	☑ **Sent By**	☑ **Sent Date** ▼	☑ **Status**	**Messages**
Invalid_Firstname_REF.csv	RegTestuser	04/07/2009 03:21 AM	Rejected	Sytem Error
Complete_with_problems_new.csv	RegTestuser	04/07/2009 03:17 AM	Complete with problems	Processing complete
Complete_with_problems_new.csv	RegTestuser	03/31/2009 12:12 AM	Complete with problems	Processing complete
Invalid_UploadHeaderwithoutvalues_REF.csv	sachinkorg	03/26/2009 04:57 AM	Complete with problems	Processing complete
Invalid_UploadHeaderwithoutvalues_REF.csv	RegTestuser	03/17/2009 09:00 AM	Complete with problems	Processing complete

- To view the file details, click on the message in the **Messages** column to go to the **File Details** screen. The Status column contains one of the following messages:
  - **Processing:** The file is going through the validation process.
  - **Rejected:** The file format was invalid or ALL of the records in the file were invalid.
  - **Complete:** All records in the file were successfully uploaded.
  - **Complete with problems:** Valid records in the file were uploaded, but some records were not successfully uploaded due to errors.
- To review information about the file, use the **File Details** screen. If there is a problem with the file (Status = Complete with problems), click the "+" in the Records column for a description of the error causing the data problem. Use the information to fix the user account file, and then resubmit the file.
  - To view the contents of a submitted file, click **download file**.
  - If there are data problems with the file, it is recommended to review the entire user account file before submitting the file. Once corrections have been made to the records with data problems, you can upload the modified file on the **Send User Account File** screen.

Create New User Accounts—Individual

These instructions are for creating user accounts individually using the New User Account wizard both in PearsonAccess and in the Training Center. Creating individual user accounts is recommended if you only need to create a few accounts. To create or update multiple accounts, see "Create/Modify User Accounts—Group" on page 9 of this guide.

1. Log in to www.pearsonaccess.com/fl. Remember to complete the following steps in **both** the training center (brown) and operational (blue) sites.
2. Go to **Administrative Management** and select **View User Accounts**.
3. Click **New User** to go to the New User Account screen.

Enter the **User ID**, **First Name**, **Last Name**, and **Email Address** of the user. For the User ID, FDOE recommends using the first four letters of the last name and the first two letters of the first name (e.g., "JohnAa" for Aaron Johnson). Usernames and passwords are case-sensitive. **For Training Center accounts, we recommend that you end the User ID with "-TC"** (e.g., "**JohnAa-TC**") to distinguish these accounts from PearsonAccess operational accounts.

As an option, you can specify an account Start Date and End Date by clicking on the calendar icons next to those fields. If you choose this option, the user can log in only during the specified time frame. **User accounts expire at 1:00 A.M. on the End Date and users do NOT receive notifications that their accounts are expiring.** For example, an End Date of September 30, 2012, means that the user will be able to log in through 12:59 A.M. on September 30, 2012. The default Start Date is the date the account is created. The default End Date is one year from the Start Date.

4. Select the box(es) next to the user role(s) for the new user. **Carefully follow the recommendations provided above for determining user roles. Remember that the CBT Coordinator role must be selected for all staff involved in computer-based testing.**
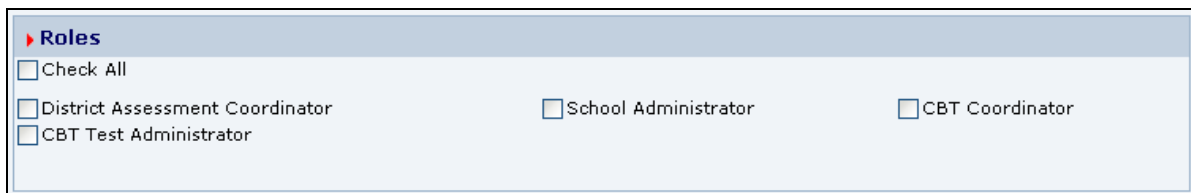
5. Select the appropriate organization(s) for the new user. The organization is the school or district name. To assign a district user, click the box next to the district name. To assign a school user, click the **plus sign** next to the district name to expand the list and show all schools. Click the box next to the school name to select the school. Multiple organizations can be selected for a user.
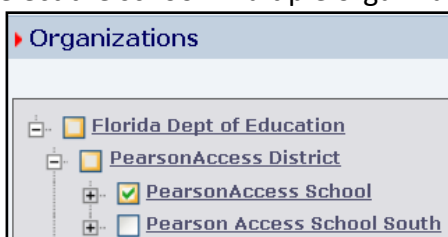

6. Click **Save**.

    After you click **Save**, a notification is automatically sent to that user's email address. The email contains a link to the login screen where the new user can create a password and enter the site.

NOTE: Remember to complete this process twice to create two accounts for each user – one in PearsonAccess operational (blue) and one in the Training Center (brown).


Modify User Roles for an Account—Individual

If your district participated in a previous computer-based test administration and users in your district have existing accounts, you do not need to create new accounts. Instead, review the user roles assigned to existing accounts to ensure they are accurate, and verify the End Date. **Please verify that any users assigned School Administrator accounts are permitted to access reports.**

1. From the **View User Accounts** screen, search for the user by clicking the arrow next to one of the column headings (e.g., name, organization). Use the **Roles** column to confirm the current roles assigned to this user.
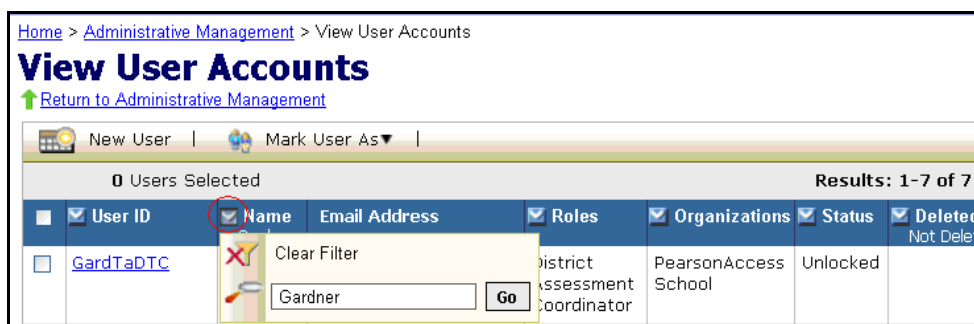
2. If the role needs to be modified, click the **User ID** to see the **User Account Details** screen.
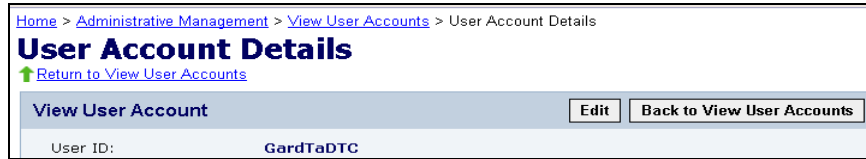
3. Click the **Edit** button. This screen will be similar to the account setup screen, but the roles will already be selected.

4. Use the checkboxes to change the role(s) assigned to the user.

5. Click Save. The user will NOT be sent notification that his or her account has been updated.

If you have problems creating or modifying accounts, please contact Pearson at 877-847-3043 or at Florida@support.pearson.com.

Create/Modify User Accounts—Group

District Assessment Coordinators can create multiple new user accounts or modify existing accounts via a user upload template. The template is a .csv file containing the appropriate headers and fields that are required to successfully upload a user account file. The same file can be used to create or modify accounts in the **Training Center** and in **PearsonAccess**.

1. To access the current user account file, click **Administrative Management** and then click **View User Accounts**.

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2. Click the button for **Export to Excel** to download the user accounts file for all users in your district.
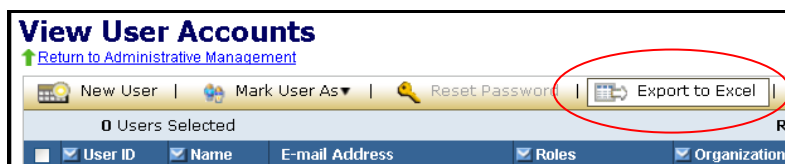
3. Create or update the file according to the following table. Apply changes to the data, and then save the file (**must save as .csv**).

Please be aware of the following when editing the .csv file:

- The header row is necessary and should not be modified. Headers in the .csv file must precisely match those listed in the table so that the system can identify which fields are included in the file.

- All fields included in the .csv file will be updated when the file is uploaded. Therefore, it is best to include ONLY fields to be updated. Users who do not need to be updated can be deleted from the file before it is uploaded.

- For districts 01 through 09, ensure the leading zeroes (for authorized organizations) are properly formatted in the .csv file. In Excel, format these cells to require six digits, including zeroes, using the "Custom" cell format category.

- For Start Date and End Date, ensure the cells are formatted for MM/DD/CCYY HH:mm (see following chart for a description). If these cells are not formatted properly, you will receive an error message.

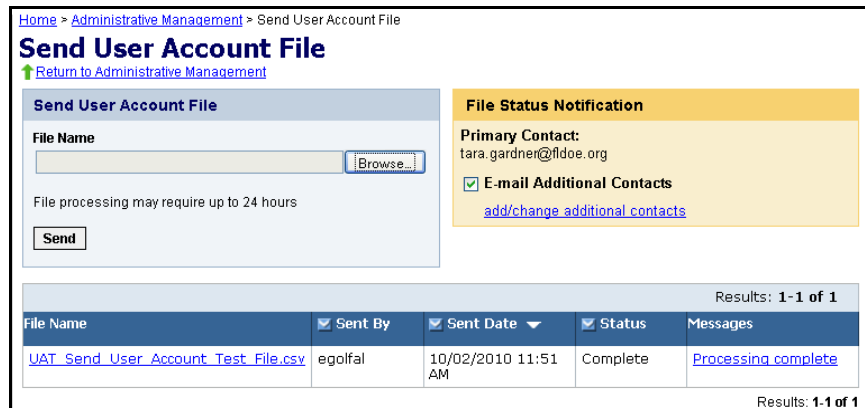| Column Descriptions and Rules		
Header	**Description**	**Rules**
Action	The code representing the action to be taken for the record.	Required field. Case-sensitive. Valid values are: C (Create) U (Update)
User ID	Contains the unique user ID. Must be unique. If the user ID entered is already taken and "C" is in the Action field, you will receive an error message upon upload.	Required field. Case-sensitive. It is recommended that Training Center accounts end in "-TC" to distinguish them from the PearsonAccess operational accounts.
First Name	User's first name.	Required field. Do not include commas.
Middle Name	User's middle name.	Optional field (can be left blank).
Last Name	User's last name.	Required field. Do not include commas.
Email	User's email address. The email address is used to supply login instructions.	Required field.

Column Descriptions and Rules		
Header	**Description**	**Rules**
Authorized Organizations	The 6-digit district/school number. The values in this field should represent ALL organizations associated with the user.	Required field. Multiple organization codes must be separated with a colon. Include leading zeroes (e.g., Alachua would begin with 01). For a district-level account, the two-digit district number is followed by four zeroes (e.g., 140000 for DeSoto).
License Code	Leave this field blank.	
Roles	Contains the role(s) associated with the user (District Assessment Coordinator, School Administrator, CBT Coordinator, or CBT Test Administrator).	Required field. Titles must be stated exactly. Multiple roles must be separated with a colon. See the "Determine User Roles" section of this guide.
Locked	Identifies whether the user's account should be locked. Populate with "true" if the account should be locked. Populate with "false" (or leave blank) if the account should remain unlocked. If an account is locked, the user will receive an error message when attempting to log in to PearsonAccess. Use this field to control user access throughout the school year.	Valid values are: True False

When blank, the system will default the locked status to False. |
| Start Date | Identifies when a user account becomes active. | Required field. Format as: MM/DD/CCYY HH:mm MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year HH is the hour based on 24 hours mm is the minute

For example, 08/31/2011 17:00 |
| End Date | Identifies when a user account becomes inactive. Default setting is one year from the Start Date. Check accounts carefully to ensure they will not | Required field. Format as: MM/DD/CCYY HH:mm MM is the 2-digit month DD is the 2-digit day CC is the century |

Column Descriptions and Rules		
Header	**Description**	**Rules**
	end during an administration window.	YY is the 2-digit year HH is the hour based on 24 hours mm is the minute For example, 08/31/2012 17:00
Deleted	Identifies whether the user's account should be deleted. Populate this field with "true" if the account should be deleted. Populate with "false" (or leave blank) if the account should not be deleted.	Valid values are: True False When blank, the system will default the deleted status to False.

4. To submit the updated user account file, go to **Administrative Management** and click **Send User Account File**.

5. Click **Browse** to select the file you just updated or created. The file does not require a particular title; however, it must be saved as a .csv file.

6. Click **Send**.

   When the file is submitted, a processing step will validate the records and check for errors. **All valid records will be loaded to the database.** Records with data problems will not be loaded to the database. If an email address is provided when uploading the file, an email notification will be sent when processing is complete. The email will detail the status of the uploaded file and provide you with a link to the PearsonAccess website so you can review the file upload status.

   File Status

- To check the status of a submitted file, return to the **Send User Account File** screen. The lower half of the screen displays the processing status of submitted files, and the status is typically displayed within 2 hours of submitting the file.

File Name		Sent By	Sent Date ▼	Status	Messages
					Results: **1-5 of 74**
Invalid_Firstname_REF.csv		RegTestuser	04/07/2009 03:21 AM	Rejected	Sytem Error
Complete_with_problems_new.csv		RegTestuser	04/07/2009 03:17 AM	Complete with problems	Processing complete
Complete_with_problems_new.csv		RegTestuser	03/31/2009 12:12 AM	Complete with problems	Processing complete
Invalid_UploadHeaderwithoutvalues_REF.csv		sachinkorg	03/26/2009 04:57 AM	Complete with problems	Processing complete
Invalid_UploadHeaderwithoutvalues_REF.csv		RegTestuser	03/17/2009 09:00 AM	Complete with problems	Processing complete

- To view the file details, click on the message in the **Messages** column to go to the **File Details** screen. The Status column contains one of the following messages:
  - **Processing:** The file is going through the validation process.
  - **Rejected:** The file format was invalid or ALL of the records in the file were invalid.
  - **Complete:** All records in the file were successfully uploaded.
  - **Complete with problems:** Valid records in the file were uploaded, but some records were not successfully uploaded due to errors.
- To review information about the file, use the **File Details** screen. If there is a problem with the file (Status = Complete with problems), click the "+" in the Records column for a description of the error causing the data problem. Use the information to fix the user account file, and then resubmit the file.
  - To view the contents of a submitted file, click **download file**.
  - If there are data problems with the file, it is recommended to review the entire user account file before submitting the file. Once corrections have been made to the records with data problems, you can upload the modified file on the Send User Account File screen.

File Details

⬆ Return to Send User Account File

View File Details

File:	**Invalid UploadHeaderwithoutvalues_REF.csv** download file
Size:	**0.5 Kb**
Sent By:	**Regfname Reglname**
Sent Date:	**03/17/2009 08:58 AM**
Status:	**Data Problems in file**

Results: **1-1 of 1**

Records	Data Problems
⊞ 5	Failed accounts

Results: **1-1 of 1**

Review all user accounts periodically to ensure that all users are active and that accounts for users who should no longer have access have been deleted.

If you need help managing accounts or have questions regarding PearsonAccess, you may contact Pearson Customer Support at 877-847-3043 or Florida@support.pearson.com, Monday-Friday, 7:00 am-8:30 pm (EST).