

**FALL 2013
FCAT 2.0 READING RETAKE**

**SCHOOL ASSESSMENT COORDINATOR'S
TRAINING PACKET**



**Student Assessment and Educational Testing
Assessment, Research, and Data Analysis
Miami-Dade County Public Schools**

Fall 2013 FCAT 2.0 Reading Retake Schedule of Activities

	School Assessment Coordinator	Technology Coordinator
September 9	Optional training for new test chairpersons at ITS computer lab.	-
September 9-13	<u>High Schools and Alternative Centers</u> : Delivery of FCAT 2.0 Reading test administration manuals via Comet Delivery Services. Verify shipment.	-
September 13-October 2	View mandatory Fall 2013 FCAT 2.0 Reading Retake School Assessment Coordinator Screencast Training.	-
	Complete the Fall 2013 FCAT 2.0 Reading Retake Screencast Verification Form located at: http://www.surveymonkey.com/s/M5MHBJ7 .	-
September 16 – October 4	Complete training test administrators and proctors.	-
	Create accounts and reset passwords for test administrators in PearsoAccess operational site.	-
September 23-October 2	Carry out school-wide Fall 2013 Infrastructure Trial (if the trial was not conducted for the Fall 3013 EOC administration).	Carry out school-wide Fall 2013 Infrastructure Trial.
	Complete the Infrastructure Trial Survey available at: http://www.surveymonkey.com/s/HJX7ZZC	-
September 27	Deadline for eligible adult education students to register for the Fall 2013 FCAT 2.0 Reading Retake administration.	-
September 30 - October 2	<u>High Schools and Alternative Centers</u> : Delivery of FCAT 2.0 Reading Retake paper-based materials including VI materials (if applicable), PreID student labels, and rosters via Comet Delivery Services. Verify shipment.	-
	<u>Adult Education Centers</u> : School assessment coordinators pick up FCAT 2.0 Reading Retake manuals at TDC by 3:30 PM.	-
September 30 - October 4	Verify student information. Complete scheduling activities. Print Student Authorization Tickets and Session Rosters.	Configure browser settings for the Proctor Cache computer. Install visual barriers.
	Cache FCAT 2.0 Reading Retake test sessions and make-up sessions, as needed.	Assist school assessment coordinator with proctor caching, as needed.
October 7-10	Paper-based administration of FCAT 2.0 Retake (eligible students with accommodations) (see specific administration schedule).	-
October 7-18	Computer-based administration of FCAT 2.0 Retake for eligible students (see specific administration schedule). Manually START test sessions. Resume students as required. Monitor test sessions.	Run Proctor Caching during testing. Assist test administrators and school assessment coordinator during testing.
	Mark tests complete and STOP test sessions. Invalidate student results, if applicable and record accommodations used. Delete PDF copies of Student Authorization Tickets and Session Rosters from computer. Verify Software removal. Complete the School Assessment Coordinator Comment Form online.	Purge FCAT 2.0 Reading Retake test content from Proctor Caching computer(s).
	FCAT 2.0 Reading Retake CBT administration only: Fax to 305-995-7522 or email mugando@dadeschools.net the list of accommodations actually used by Special Program (Miami-Dade Online Academy) students tested at your school, if applicable. Please fax signed Student Authorization Tickets and accommodations used by Florida Virtual Full Time students to FLVS-FT staff.	Complete the School Technology Coordinator Comment Form online.
October 16 or 17*	<u>Senior High Schools and Alternative Centers</u> : Hand-deliver to TDC ALL FCAT 2.0 Reading Retake paper-based test materials including, TO BE SCORED, NOT TO BE SCORED, and all Special Documents (Large Print and Braille).	-
October 22 or 23*	<u>Senior High Schools, Alternative Centers, and Adult Education Centers</u> : Hand-deliver the District Coordinator Only Box to TDC.	-

*On the scheduled return dates, schools must hand-deliver all test materials to the Test Distribution Center (TDC), 13135 S.W. 26th Street, Miami, FL 33175 by 3:30 p.m.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Summary of Fall 2013 FCAT 2.0 Reading Retake Test Administration Procedures for Senior High Schools, Alternative Education Centers, and Adult Education Centers

Note: This material does not cover every aspect of the Fall 2013 FCAT 2.0 Reading Retake administration; it highlights procedures that are specific to the test administration in Miami-Dade County Public Schools. School assessment coordinators are responsible for following the administration procedures specified in the Test Administration Manual.

The Fall 2013 FCAT 2.0 Reading Retake administration is scheduled for October 7-18, 2013. All eligible students who have not yet passed the FCAT 2.0 Reading, as required for graduation, should be encouraged to take the test during the Fall 2013 FCAT 2.0 Retake administration. Retained grade 10 students will take the FCAT 2.0 Retake format if they have a grade 10 test score on file. All eligible students in Grade 10+ – Adult (AD) will take the computer-based test (CBT) version of the FCAT 2.0 Reading Retake test. Note that FCAT 2.0 Reading Retake paper-based administrations will be available as an accommodation for eligible students. **All paper accommodations must be administered October 7 -10, 2013 of the testing window.** It should be noted that the FCAT Mathematics Retake test has been discontinued. Students that have not passed the Mathematics test required for graduation, will need to obtain a concordant ACT or SAT score.

STUDENT REGISTRATION

For the Fall 2013 administration of the FCAT 2.0 Reading Retake, 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 graduation 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 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 graduation test status and the testing dates.

All other test takers (i.e., thirteenth year, Certificate of Completion, Adult Education students, and non-enrolled community members) must pre-register to participate in the Fall 2013 FCAT 2.0 Reading Retake 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 (number of credits earned 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 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 at the time of registration, and should be given information regarding the computer-based testing practice test (ePat). Students who have previously participated in an ePAT for the grade level/subject test they will take are NOT required to participate in an ePAT session for this administration; however, these students should be encouraged to access the ePAT and practice on their own.

Thirteenth year and Certificate of Completion students must register at the school or center in which they are planning to take the test. These students may register to test in **either** their senior high school or an adult education center, but may test at only **one** location for each administration. Schools or centers must inform these students about the registration procedures and about the registration deadline.

Adult education centers must test any of their enrolled students who need to take the FCAT 2.0. In addition, non-enrolled community members and former students who were in a graduating class prior to 2013 may take the FCAT 2.0 Retake at an adult education center. All students must register in advance, by **Friday, September 27, 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. Students' 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. For the FCAT 2.0 Retake, "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 TESTING PROGRAMS 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, 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 manual, 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 and/or viewing 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 students; maintaining all required records and documentation; returning test materials for scoring; and maintaining the confidentiality of student test records; and completing the School Assessment Coordinator Checklist as stated in the *Fall 2013 FCAT 2.0 Reading Retake Test Administration Manual (TAM)* (Appendix D).

Technology Coordinator

The technology coordinator is responsible for assisting the school assessment coordinator in the implementation of the computer-based test administration. Primary responsibilities include: ensuring that all computers meet the minimum system requirements; downloading and installing appropriate software applications; 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 TAM (Appendix D). 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. 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, 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. 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; and completing the Test Administrator Checklist as stated in the TAM (Appendix D).

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 the FCAT 2.0 administration 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 FCAT 2.0 administration and the test security procedures may serve as proctors. **For paper-based test administrations, proctors are required to assist in classrooms with 31 students or more. However, for computer-based tests (CBT) the ratio of student per adult is smaller (i.e. 25 students / 1 test administrator).**

Required Ratio for FCAT 2.0 Administrations

	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; and

- 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 Comprehensive Assessment Test (FCAT 2.0) and Security Agreement* (Attachment C) and the *FCAT 2.0 Administration and Security Agreement* (Appendix D, TAM).

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 FCAT 2.0* (Attachment D) is provided for use in training test administrators and proctors in maintaining test security.

DISTRICT MONITORING OF FCAT 2.0 ADMINISTRATIONS

In order to ensure that the FCAT 2.0 Reading Retake is 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 FCAT 2.0 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

For the Fall 2013 FCAT 2.0 Reading Retake test administration, schools will need to generate a final list of eligible students. The FCAT 2.0 pass/fail flags are available in File Download Manager (FDM) to identify students that are eligible to participate in the Fall 2013 FCAT 2.0 Reading Retake administration. Additionally, Grade 11 and 12 students, that have earned a concordant score in ACT or SAT, do not have to participate in the FCAT 2.0 Retake administration. FDM should be used to generate a

report of students with their highest ACT and/or SAT scores to help identify students that have obtained a concordant score.

The FCAT SSS Reading Retake was discontinued in the 2012-13 school year, therefore, all eligible students who have not earned a Reading passing score must participate in the FCAT 2.0 Reading Retake computer-based test. Accommodated paper forms are available when documented on the student's IEP. In addition, the FCAT Mathematics Retake was last administered in the spring of 2013; students who still need to pass Grade 10 FCAT Mathematics must earn a concordant score on the ACT or SAT. Please note that Grade 9 students who entered in 2009-10 school year will be the last cohort to be required to pass the Grade 10 FCAT Mathematics graduation test.

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 student labels for use on the Fall 2013 FCAT 2.0 Reading Retake paper-based test documents. A Pre-ID Roster, which lists the students for whom a Pre-ID label is provided, will be included in each school's shipment, if applicable. The Pre-ID Roster should be verified against a school-generated list of eligible students.

Please note that the PreID labels for the FCAT 2.0 Reading Retake will be based on student information as of **August 30, 2013**. Students new to the school after after **August 30, 2013** must be hand-gridded according to the directions in the test administration manual.

SCHEDULING STUDENTS INTO CBT TEST SESSIONS

For the computer-based (CBT) administrations, all eligible schools, except Adult education centers, will have pre-identified student information available online for students that were enrolled at the school as of **August 30, 2013**. Verify the information on the computer against your lists generated from FDM. If the Student Name or Student Florida ID Number is incorrect in PearsonAccess, student(s) must be deleted and re-entered with the correct information.

Schools should add any new students who enrolled after **August 30, 2013**, and are eligible based on the students to be tested requirements for each assessment. Students may be added to the PearsonAccess site according to directions in the manual (operational site only).

Adult education centers must manually add students who are eligible to be tested and may use the *M-DCPS 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 site only, according to directions in the manual.

PREPARING CBT TEST SESSIONS AND PRINTING STUDENT AUTHORIZATION TICKETS, SEAL CODES, AND SESSION ROSTERS

Computer-based testing (CBT) activities including scheduling students in test sessions will be managed on PearsonAccess **once the PreID file has been uploaded**. Student information was uploaded to PearsonAccess based on updated student data as of August 30, 2013. Any student enrollment changes after **August 30, 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 cache test content for all test sessions and 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 provided in Attachment E) for every student which will enable the student to log into the test on day 1 and 2 (sessions 1 and 2). Each Student 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 coordinator must also print Session Rosters (see Attachment E) (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.**

In addition, seal codes (Attachment E) will be generated in PearsonAccess for the FCAT 2.0 Reading Retake computer-based test. A seal code is a unique four-digit number assigned to all students in a session, used to allow students to access Session 2 on day 2. School assessment coordinators will print the seal codes for each test session. **The seal codes are secure documents and must be placed in a secure limited access location.** Note that all students in a test session will have the same seal code. Additionally, if a student is reassigned to a different session for the second day of testing, the new session's seal code must be used. Seal codes should not be provided to test administrators until day 2 of the test.

Note that accommodated CBT forms of the FCAT 2.0 Reading Retake test in TestHear will also require a seal code to have access to Session 2.

SPECIAL PROGRAM STUDENTS

Students from the Special Programs (Florida Virtual School Program: *Full Time 9-12* (71/0400) and Miami-Dade Online Academy (13/7001)) will test at their assigned school

for the Fall 2013 FCAT 2.0 Reading Retake administration, as eligible. A list of students assigned to your school will be sent via email to selected principals and school assessment coordinators. Special Program students from the Miami-Dade Online Academy Program who are eligible for the CBT assessments will be set up in PearsonAccess by District staff and placed in a test session called "DISTRICT READ". The school assessment coordinator at the assigned school will START and STOP the test sessions; and print the Student Authorization Tickets and Seal Codes. If any student from the Miami-Dade Online Academy is disconnected from the computer-based test session, the school assessment coordinator at the assigned school will be able to resume the student for testing.

On the other hand, Florida Virtual School program (Full Time 9-12: 71/0400) students will be set up in PearsonAccess by FLVS staff. **Note if a Florida Virtual School Program student is disconnected from the computer-based test session and needs to be resumed, the school assessment coordinator must contact FLVS staff to request that the FLVS-FT student be resumed. Please have the student's first and last name for FLVS staff to resume the student's test session.** Student Authorization Tickets and Seal Codes for Florida Virtual School Program (Full Time 9-12) will be sent directly to school assessment coordinators at the assigned school. At the conclusion of testing, please fax the signed Student Authorization Tickets to FLVS staff. **Please note that Student Authorization Tickets and Seal Codes 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 appropriate test materials (Student Authorization Tickets, Seal Codes, CBT Worksheets, and Reading Passage Test Booklets, as eligible, to the registered Special Program students. Students will use the provided ticket with the unique Login ID and test code (password) to log into TestNav from their assigned school for sessions 1 and 2. **Note that the seal codes must not be provided to students prior to the beginning of Session 2, as indicated in the administration scripts.**

REQUESTING ADDITIONAL TEST MATERIALS

Senior high schools and alternative education centers will be receiving allocations of Fall 2013 FCAT 2.0 Reading Retake materials based on the number of eligible students enrolled at the school as of August 30, 2013.

Senior high schools and alternative education centers will have paper-based test materials, CBT Worksheets, Reading Passage Booklets, and PreID labels and rosters, (if applicable), for eligible students delivered by Comet Delivery Services from September 30 – October 2, 2013. Schools will need to make arrangements to receive and securely store these materials. If any additional materials are needed, school assessment coordinators must contact the Test Distribution Center (TDC), at 305-995-3743.

Adult education centers must contact TDC, at 305-995-3743, on or before Friday, September 27, 2013, to report the number of TAMs needed. The manuals will be available for pick-up at TDC at 13135 SW 26 Street, Miami, Florida, on Monday - Wednesday, September 30 – October 2, 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 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 FCAT 2.0 Reading Retake test materials are received, immediately **verify the counts** and sequence numbers of materials received against the packing slip or **Fall 2013 FCAT 2.0 Reading Retake 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**, if applicable, (Appendix D, TAM) to track secure paper-based materials at all times when materials are handled.
- **Shrink-wrapped packages of secure materials may be opened no sooner than three (3) days prior to the FCAT 2.0 Reading Retake scheduled testing date, **NO EARLIER.****
- 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. **Schools may complete a *District Certification Form* for approval in cases in which a non-certified school employee will assist the test chairperson in handling secure materials for statewide assessments.** 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, Seal Codes, CBT Worksheets, and Reading Passage Booklets (if applicable), 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 **required** for paper-based and computer-based testing in all rooms, including make-up sessions. A sample seating chart is provided as Attachment F.

FCAT 2.0 MATERIALS RETURN TO THE TEST DISTRIBUTION CENTER

The “*Friendly Reminder*” (Attachment G) provides a quick reference guide for packing and returning your FCAT 2.0 Reading Retake test materials. School assessment coordinators are encouraged to review this document to assist with the process of packing and returning of materials.

For the Fall 2013 FCAT 2.0 Reading Retake test administration, high schools and alternative education centers are to hand deliver **all FCAT 2.0 Reading Retake** test materials, including Special Documents (Large Print, Braille, and One-item-per-page) to TDC **by 3:30 p.m. on the scheduled return dates.**

CBT Materials Return

Any used and unused Reading Passage Booklets must be returned with the “Not To Be Scored” test materials (yellow-labeled boxes). The Session Rosters, Seal Codes, and CBT Worksheets (used and unused) will be returned in the District Assessment Coordinator Only Box.

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

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 D, TAM) and at www.FLAssessments.com/FallRetake 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 pre-populated Fall 2013 FCAT 2.0 Reading Retake 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 coordinator must sign for

receipt of materials upon their return after testing.

- The *Test Materials Chain of Custody Form*, if applicable, **must** be maintained to document that **paper-based test materials** are secured and accounted for at all times (Appendix D, TAM).
- The *Fall 2013 Session Rosters* (see Sample Attachment E) 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 *FCAT 2.0 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 D, TAM).
- *Test Administrator Prohibited Activities Agreement* affirming that test administrators understand prohibited activities during the test administration and possible consequences of inappropriate behavior (Appendix D, TAM).
- The *Non-Certified School Personnel District-Level Certification Form* will be used if there are instances in which a non-certified person will assist the test chairperson in handling secure materials for statewide assessments (FCAT 2.0/EOC). The form must be submitted to Student Assessment and Educational Testing for approval by the established deadline.
- 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 D, TAM).
- 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 Fall 2013 FCAT 2.0 Reading Retake 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 F.
- 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 B

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

FALL 2013 FCAT 2.0 Reading Retake TESTING PROGRAM

Documentation that the **FALL 2013 FCAT 2.0 Reading Retake** 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 **Fall 2013 FCAT 2.0 Reading Retake** 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 **FALL 2013 FCAT 2.0 Reading Retake** 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 **FALL 2013 FCAT 2.0 Reading Retake** materials to conduct testing.

___ ___ Prior to the test administration, all staff involved in the **FALL 2013 FCAT 2.0 Reading Retake** 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 **FALL 2013 FCAT 2.0 Reading Retake** 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 **FALL 2013 FCAT 2.0 Reading Retake** 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 **Fall 2013 FCAT 2.0 Reading Retake** 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

ATTACHMENT C
VOLUNTEER RESPONSIBILITIES WHILE ASSISTING WITH THE
FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT 2.0) AND 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.
- Non-school system personnel may not be placed in rooms in which members of their families are being tested.
- Non-school system personnel 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 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 FCAT 2.0

This material does not cover every aspect of the FCAT 2.0 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 FCAT 2.0 assessment **must** attend a training session conducted at their school or center and must review the appropriate *FCAT 2.0 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. The seating chart should reflect the actual seating assignment for each student in the classroom.

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.

****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. 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 Rules Acknowledgement prior to testing. Students taking a computer-based test must read and check a box indicating that they agree to adhere to the testing rules.
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, CBT Worksheets, Reading Passage Booklets, Student Authorization Tickets, and Seal Codes 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 should be secured immediately, out of reach of students. **Do not leave test booklets, CBT Worksheets, Student Authorization Tickets, Seal Codes, 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 FCAT 2.0 Reading Retake as it is presented in the TAM. There are a number of different scripts.
 - Fall 2013 Reading Retake CBT script is presented in the TAM, pages 29-43.
 - The TestHear accommodated CBT forms script is presented in the TAM, pages 126-141.
 - Fall 2013 Reading Retake (regular print paper-based for accommodations) script is presented in Appendix A of the TAM, pages 142-152.
 - Fall 2013 Reading Retake Practice Test (ePat) script is posted separately at www.FLAssessments.com/ePATs.
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 permissible to turn off the monitor** so that the screen cannot be viewed, rather than exiting the test session.
26. Remember, the FCAT 2.0 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 may not go back to a section of the FCAT 2.0 which they have completed. Once a subtest concludes, a student cannot return to complete any blank items or change answers. However, students are encouraged to review items within the current 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 Manual. 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 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 Rules Acknowledgement.
 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 CBT Worksheets and Student Authorization Tickets.
 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 FCAT 2.0 test booklets/folders, Reading Passage Booklets, CBT Worksheets, and Student Authorization Tickets, 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 (Test and answer booklets, Reading Passage Booklets, CBT Worksheets, and Student Authorization Tickets) have been returned to the test administrator. 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

STUDENT AUTHORIZATION TICKET

**Student Authorization Ticket
Florida**

Session: Smith – Reading Retake
Test: FCAT 2.0 Reading Retake
Location: Lab A

STUDENT, SAMPLE
DOB: 07/23/1996 | **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:	Fall 2013 Retakes	Scheduled Start Date:	10/07/2013				
Test Session Status:	Not Started	Scheduled Start Time:	08:00 AM				
Session Name:	Smith - Reading Retake	Actual Start Date:					
School:	PEARSONACCESS PUBLIC SCHOOL (000002)	Actual Start Time:					
Test to be Administered:	FCAT 2.0 Reading Retake	Location:	Lab A				
Read Aloud by Test Examiner:	No						
Form Group Type:	SEE BELOW						
Test Code:	324F7F						
							Results: 2
Student Name	Student ID	Date of Birth	Class	Form/Form Group Type	Login ID	*Attend.	Accommodations
SAMPLE, STUDENT	9876543210	04/11/1996	FL CLASS	2.0 Reading Retake - 3F	5038137730		
SAMPLE, STUDENT	1234567890	07/23/1996	FL CLASS	Assistive Devices (RTK2RDG AD3F)	9831118437		
							Results: 2

ATTACHMENT E (continued)

SEAL CODE
FCAT 2.0 Reading Retake for Computer-based Testing; Day 2 ONLY

Florida

Seal Codes

You have requested Seal Codes for the Testing Session noted below.

Session Name: Smith – Reading Retake
Test: FCAT 2.0 Reading Retake
Start Date: Oct 07, 2013 8:00:00 AM
Location: Lab A

- Seal Codes are needed to "unseal" sealed sections of a test. (When a test section is sealed, students cannot proceed into the sealed section of the test.)
- Each sealed section requires a different Seal Code.
- There are (1) Seal Codes listed below. The number of Seal Codes you will use is determined by the number of sealed sections in the test. You must use the Seal Codes in the exact order in which they are listed below. For instance, if the table contains two sealed sections, use only the first two Seal Codes and ignore the remainder.

To unlock the **first sealed** section, use Seal Code **9165**.

ATTACHMENT F
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

ATTACHMENT G
“FRIENDLY REMINDER”
FROM THE TEST DISTRIBUTION CENTER (TDC)
FALL 2013 FCAT 2.0 READING RETAKE RETURN SCHEDULE

ALL PAPER-BASED ACCOMMODATIONS TEST MATERIALS MUST BE HAND-DELIVERED TO THE TEST DISTRIBUTION CENTER ON THE DESIGNATED DATES, NO EXCEPTIONS.

Hand-deliver “TO BE SCORED” & “NOT TO BE SCORED” paper-based materials to the Test Distribution Center (TDC) by 3:30 pm on Wednesday or Thursday, October 16 or 17, 2013.

TO BE SCORED	NOT TO BE SCORED
REGULAR PRINT (RED LABEL)	YELLOW LABEL
BRAILLE (PINK LABEL)	
LARGE PRINT Unique Accommodation Only (WHITE LABEL)	
Remember to place the completed <i>Document Count Form</i> under the paper band, on top of the first banded stack labeled 1 of n, of corresponding answer documents. Do not copy <i>blank</i> document count forms. Detailed instructions regarding the packaging and return of Reading Retake materials are available in the TAM, 87-92).	Unused test and answer books and defective documents with the DNS bubbles gridded. Include unused special document (Braille and large print) materials and any special documents with DNS bubble gridded. (TAM, page 93)
Hand-deliver the “<i>DISTRICT ASSESSMENT COORDINATOR ONLY BOX</i>” to TDC by 3:30 pm on <u>Tuesday or Wednesday, October 22 or 23, 2013.</u>	
<ul style="list-style-type: none"> • Original Administration Record/Security Checklist or school’s developed form with all the required information, (TAM, pages 12, 189) • Session Rosters (CBT only), (TAM, pages 6, 65) • Seal Codes (CBT only), (TAM, pages 8, 65) • Original Chain of Custody Form (PBT Only), (TAM, pages 47, 93, and 185) • Original Seating Chart (Training Packet) • Original Security Logs, (TAM, page 187) • CBT Worksheets (used and unused) (TAM, page 211) • Original School Procedural Checklist (FM-6927), (Training Packet) 	
Note: The Student Authorization Tickets will remain at the school for one calendar school year. Please retain copies of all of the required administration information for one year. Do not make copies of the CBT worksheets.	
Write <i>District Assessment Coordinator Only</i> on this box and number the box 1 of 1. <u>Do not place a colored label on the box or pack any test materials.</u> This box will be retained for our records at TDC.	

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

mrhernandez@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

GUIDE TO SETTING UP PEARSONACCESS USER ACCOUNTS
(UPDATED AUGUST 2012)

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.

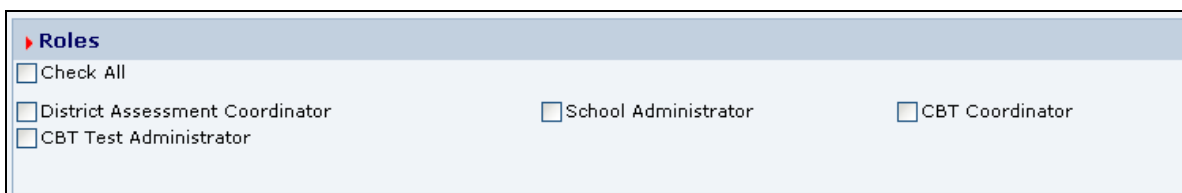
New user accounts can be created either individually using the New User Account wizard in PearsonAccess, or in groups using a file upload. Both options are explained in this guide.

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:



Roles

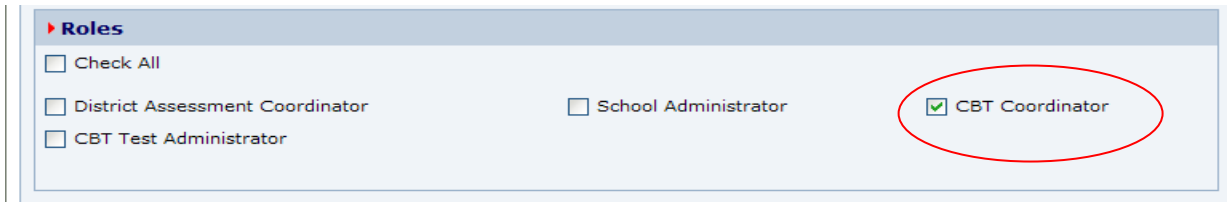
- Check All
- District Assessment Coordinator
- CBT Test Administrator
- School Administrator
- CBT Coordinator

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:

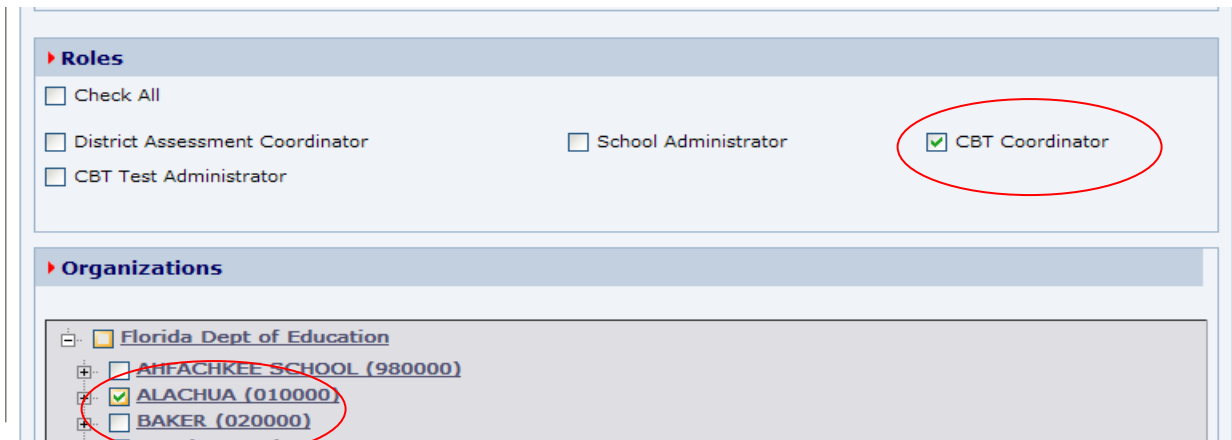
Roles
District Assessment Coordinator
School Administrator
CBT Test Administrator
District Assessment Coordinator
School Administrator
School Administrator:CBT Coordinator

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.

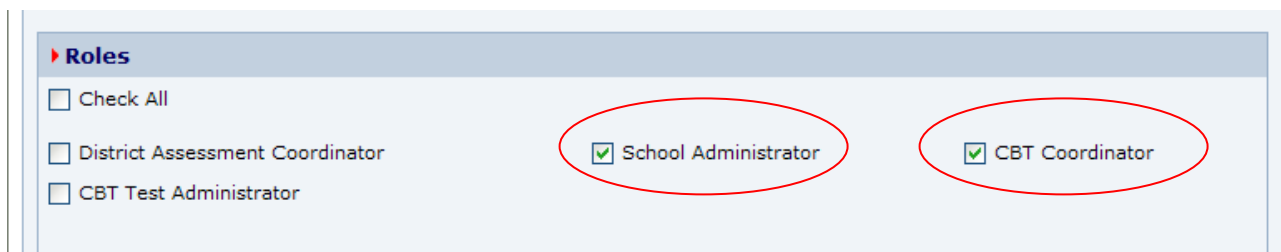
- For **school** staff involved in **computer-based testing** activities only, assign the **CBT Coordinator** role ONLY. These staff members will NOT have access to score reports.



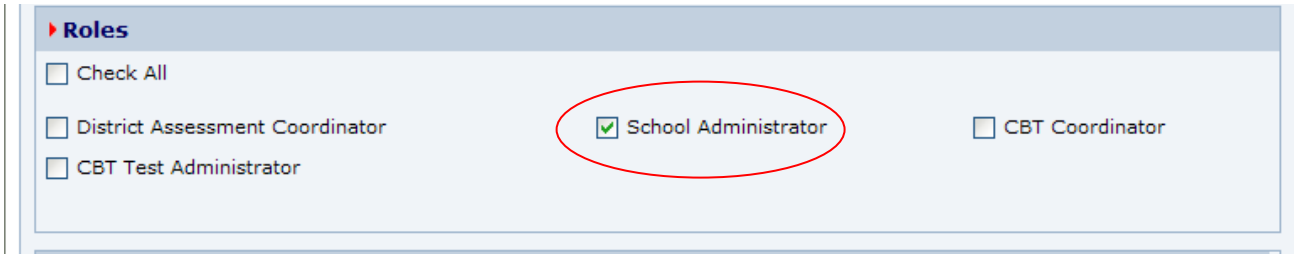
- For any **district** staff involved in **computer-based testing** (assessment and technology staff) who should **not** have access to score reports, assign the **CBT Coordinator** role and select your district as the assigned organization.



- 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:**

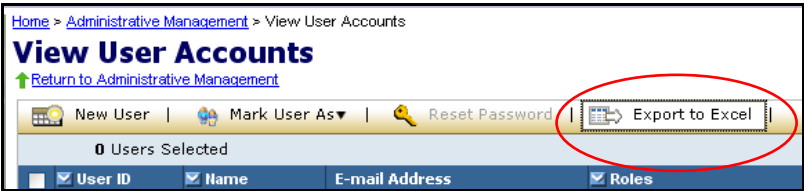
District Assessment Coordinator	<ul style="list-style-type: none"> • District Assessment Coordinator • School Administrator • CBT Coordinator • CBT Test Administrator
CBT Coordinator	<ul style="list-style-type: none"> • CBT Coordinator • CBT Test Administrator

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.

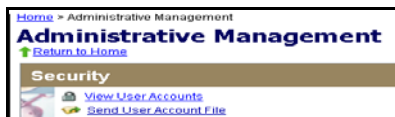
1. Log in to www.PearsonAccess.com/FL. Remember to complete the following steps in **both** the Training Center (brown) and the operational (blue) sites.
2. Go to **Administrative Management** and select **View User Accounts**.
3. Export an Excel file of all user accounts.



4. In the Excel file, review the End Date column for all users.

J	K
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

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



- 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.

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

- 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
Invalid_Firstname_REF.csv	RegTestuser	04/07/2009 03:21 AM	Rejected	System 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

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.

View User Accounts

[Return to Administrative Management](#)

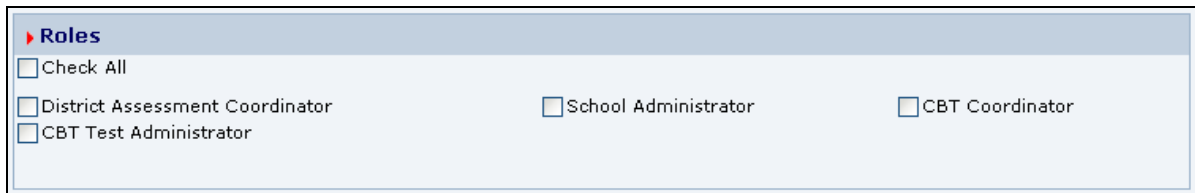
[New User](#) |
 [Mark User As](#) ▼ |
 [Reset Password](#) |
 [Export to Excel](#)

0 Users Selected

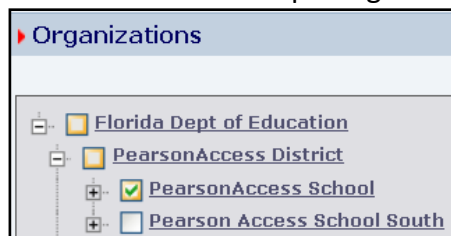
Enter the **User ID**, **First Name**, **Last Name**, and **Email Address** of the user. For the User ID, FDOE recommends using the first four letters of the last name and the first two letters of the first name (e.g., “JohnAa” for Aaron Johnson). Usernames and passwords are case-sensitive. **For Training 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.

- 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.**



- 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.



- Click **Save**.

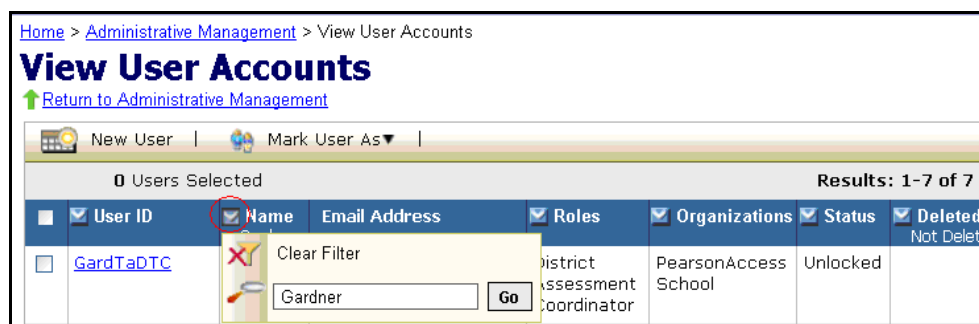
After you click **Save**, a notification is automatically sent to that user’s email address. The email contains a link to the login screen where the new user can create a password and enter the site.

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).

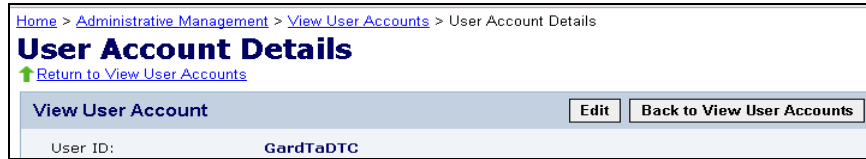
Modify User Roles for an Account—Individual

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.**

- 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.

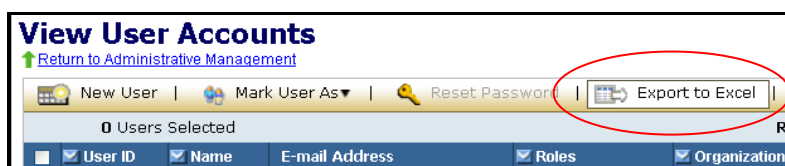
Create/Modify User Accounts—Group

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**.



- Click the button for **Export to Excel** to download the user accounts file for all users in your district.



- 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.

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

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.

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	System 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:
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 - To view the contents of a submitted file, click **download file**.
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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
<input type="checkbox"/> 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).