**You may use the template below to notify parents/guardians of the upcoming computer-based Winter 2014–2015 FSA ELA Writing Field Test 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.**

Dear Parent/Guardian,

The purpose of this letter is to inform you that your student will be taking the Florida Standards Assessments (FSA) Grade [8, 9, 10, or 11] English Language Arts (ELA) Writing Component Field Test on [administration day(s)/date(s)]. The purpose of the FSA ELA Writing Component Field Test is to assess newly-developed writing prompts, which may be used on future operational assessments. Student scores will not be reported for this field test; however, participation in the field test is an opportunity for your student to become familiar with the format of the writing component of the operational FSA ELA assessment that he or she will take in Spring 2015.

The FSA ELA Writing Component Field Test is a computer-based test that is administered over two days in two 90-minute sessions. In each session, students will read selected texts and write a response to a prompt. If your student has not finished working at the end of each 90-minute session, he or she will be permitted to continue working up to an additional 30 minutes. Your student will receive a planning sheet on which to plan his or her writing, but his or her writing response will be recorded via the online test delivery system.

You or your student can access the training test on the FSA Portal at [http://www.FSAssessments.org/training-tests](http://www.fsassessments.org/training-tests) to become familiar with the interface, item types, and online tools he or she will encounter and use during testing.

Please review the following policies with your student before testing:

**■ Electronic Devices**—Students are not permitted to have any electronic devices, including but not limited to cell phones and smartphones, at any time during testing. The best practice is for students to leave devices at home or in their lockers on the day of testing.

**■ Testing Rules Acknowledgment**—The FSA ELA Writing Component Field Test includes a Testing Rules Acknowledgment printed on the student’s planning sheet 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 read the rules to students, and students acknowledge that they understand the testing rules by signing below the statement on their planning sheet.

**■ Discussing Test Content after Testing**—The last portion of the testing rules read to students before they sign below the Testing Rules Acknowledgment states, “After the test, you may not reveal details about the writing prompt or passages to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram.” Please make sure your student understands that “discussing” test content includes any kind of electronic communication, such as texting, emailing, or posting to blogs or social media websites.

If you have any questions related to this test administration, you may contact [School Contact] at [Contact Information]. If you or your student would like to learn more about the FSA assessments and, specifically, the ELA Writing Component Field Test, writing rubrics and other general information are available on the FSA Portal at [www.FSAssessments.org](http://www.FSAssessments.org).

Thank you for supporting your student and encouraging him or her to do his or her best during this field test administration. We are excited that our school was chosen to participate in this field test and that our students will contribute to helping our state develop valuable future assessments.

Sincerely,

[Principal Name]