

SPRING 2014 FCAT 2.0 WRITING SCHOOL ASSESSMENT COORDINATOR'S TRAINING PACKET



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

Miami-Dade County Public Schools

M-DCPS' SPRING 2014 FCAT 2.0 WRITING ADMINISTRATION SCHEDULE*

	Day 1 Tuesday, February 25	Day 2 Wednesday, February 26
Grade 4	Writing Prompt (60 Minutes)	Make-up Testing
Grade 8	Writing Prompt (60 Minutes)	Make-up Testing
Grade 10	Writing Prompt (60 Minutes)	Make-up Testing

*The 2014 FCAT 2.0 Writing extended testing window for the Visually Impaired (VI) and Hospital/Homebound Program students is February 25 – March 3, 2014.

Any deviation from this schedule requires written approval from the FLDOE prior to implementation.

2014 Florida Comprehensive Assessment Test (FCAT2.0) Writing

Schedule of Activities	
January 13 - 17	Delivery of 2013 - 2014 FCAT 2.0 Writing Test Administration Manuals.
January 27 - February 14	View mandatory FCAT 2.0 Writing School Assessment Coordinator Screencast Training.
	Complete the Spring 2014 FCAT 2.0 Writing Screencast Verification Form located at: https://www.surveymonkey.com/s/S9WGVV7 .
February 10 - 21	School assessment coordinators appoint and train test administrators and proctors for FCAT 2.0 Writing. Notify parents of FCAT 2.0 Writing test administration.
February 12 - 19	Delivery of 2014 FCAT 2.0 Writing folders and pre-ID labels to schools.
February 25	Administration of FCAT 2.0 Writing to all eligible students in grades 4, 8, and 10.
February 25 - March 3	Extended testing window for Visually Impaired and Hospital/Homebound students only.
February 26	Conduct FCAT 2.0 Writing make-up testing for grades 4, 8, and 10, as needed.
February 28 - March 4*	<u>Elementary and K-8 Centers, Middle, Senior High, and Alternative Centers:</u> Return all FCAT 2.0 Writing materials.

***On the scheduled return dates, schools must hand-deliver all FCAT 2.0 Writing 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 Spring 2014 FCAT 2.0 Writing Test Administration Procedures

Note: This material does not cover every aspect of the Spring 2014 FCAT 2.0 Writing 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 Spring 2014 Florida Comprehensive Assessment Test (FCAT 2.0) Writing test administration is scheduled for **February 25 – 26, 2014**. In general, all students enrolled in the tested grade levels (grades 4, 8, and 10) should participate in the FCAT 2.0 Writing. Students must take the test appropriate for the grade level in which they are enrolled. All grade 10 students, including retained Grade 10 students are expected to participate in FCAT 2.0 Writing.

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.

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, 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 A) 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 or viewing screencast training; planning and implementing test administrations; training test administrators and proctors; arranging for testing locations; verifying receipt of test materials; organizing, and distributing materials to the test administrators; maintaining the security of test materials in the schools; supervising test administration; maintaining all required records and documentation; returning test materials for scoring; and maintaining the confidentiality of student test records.

Test Administrator

The test administrator is responsible for directing and conducting student testing sessions, as specified in the test administration manuals and training packets. Primary responsibilities include: attending required training sessions; establishing appropriate conditions in the testing room; distributing and returning student test materials; accounting for all assigned materials; strictly adhering to test scripts and directions; actively monitoring students during the testing session; and 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.

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.**

Required Ratio for FCAT 2.0 Writing Administrations

	Ratio*
Paper-based	1:30

***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 B) and the FCAT 2.0 Test Administration and Security Agreement (Appendix C of the FCAT 2.0 Writing Manual).

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 C) 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 Writing 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 Writing assessment.

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.

PREPARING ANSWER DOCUMENTS AND PREIDENTIFIED STUDENT LABELS

Schools will receive pre-identified student labels for use on the Spring 2014 FCAT 2.0 Writing 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. The Pre-ID Roster should be verified against a school-generated list of eligible students.

Pre-identified (PreID) student labels will be provided for students who were enrolled at the school as of **December 6, 2013**. Students new to the school after **December 6** for the FCAT 2.0 Writing **must** be hand-gridded according to the directions in the test administration manuals.

SPECIAL PROGRAM STUDENTS

Students from the Special Programs (Home Education Program, HEP 13/9998), (McKay Scholarship Program-Private School 13/3518), (Florida Tax Credit Scholarship (FTC)

Program 97/9999), (Florida Virtual School Full-Time Programs [Middle School 71/0300 and High School 71/0400]), (Florida K-8 Virtual School Continuity Program [Formally Florida Virtual Academy] 50/7079), (Miami-Dade Online Academy, M-DOA 13/7001), and (Hospital/Homebound 13/9732) will test at their assigned school for the Spring 2014 FCAT 2.0 Writing administration, as eligible.

REQUESTING ADDITIONAL TEST MATERIALS

Elementary, middle, K-8 centers, senior high schools, and alternative education centers will be receiving allocations of Spring 2014 FCAT 2.0 Writing materials based on the number of students enrolled at the school as of December 6, for the FCAT 2.0 Writing.

A courier delivery service will deliver test materials to elementary, middle, K-8 centers, senior high schools, and alternative education centers from **February 12 – 19, 2014**, for FCAT 2.0 Writing. 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.

MATERIALS PROCEDURES

School assessment coordinators are to follow all materials handling procedures specified in the test administration manuals to ensure that the security of the test content is maintained. In addition, procedures specific to Miami-Dade County Public Schools are set forth below.

- When the FCAT 2.0 Writing test materials are received, immediately **verify the counts** and sequence numbers of materials received against the ***Spring 2014 FCAT 2.0 Writing Administration Record/Security Checklists*** (available online at www.PearsonAccess.com/fl, using school's unique username and password) and **packing list**.
- 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.
- **Shrink-wrapped packages of secure materials may be opened no sooner than three (3) days prior to the FCAT 2.0 Writing, NO EARLIER.**
- Only the school test coordinator and persons designated by the school site administrators may prepare test materials. All handling, including affixing of labels and hand-gridding, must be done in a limited-access area, supervised at all times. Students are **not** permitted to assist in this process or to handle test materials before or after testing.

- Non-certified school personnel designated by the school administrator to assist the school test coordinator in handling secure materials for statewide assessments must be granted approval by the Florida Department of Education **prior** to testing.
- All test materials, 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 testing in all rooms, including make-up sessions. A sample seating chart is provided as Attachment D.

FCAT 2.0 MATERIALS RETURN TO THE TEST DISTRIBUTION CENTER

The “*Friendly Reminder*” (Attachment E) provides a quick reference guide for packing and returning your FCAT 2.0 Writing 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 2014 FCAT 2.0 Writing test administration, **schools are to hand deliver all** test materials, including Special Documents (Large Print and Braille) to TDC, by 3:30 pm on the scheduled dates.

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 C in FCAT 2.0 Writing 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 2014 FCAT 2.0 Writing 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* (Appendix C in FCAT 2.0 Writing Manual) must be maintained to document that **paper-based test materials** are

secured and accounted for at all times.

- The *FCAT 2.0 Test Administration and Security Agreement* (Appendix C in FCAT 2.0 Writing Manual) 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.
- The *Test Administrator Prohibited Activities Agreement* (Appendix C in FCAT 2.0 Writing Manual) affirms that test administrators understand prohibited activities during the test administration and possible consequences of inappropriate behavior.
- 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 school assessment coordinator in handling secure materials for statewide assessments (FCAT2.0/EOC). The form must be submitted to SAET to grant approval by the Florida Department of Education.
- The *Security Log Agreement* (Appendix C in FCAT 2.0 Writing Manual) must be completed during testing by personnel (test administrators, proctors, relief staff, etc.) assigned to monitor a testing room for any length of time.
- 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 2014 FCAT 2.0 Writing test administration**. 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.
- *M-DCPS Spring 2014 Accounting for All FCAT 2.0 Writing Secure Documents* (Attachment F) is a district form designed to help schools keep track of secure test documents and ensure that no materials inadvertently remain behind at the school. This form will be useful in responding to missing materials reports generated by the test vendor.
- 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 A), certifying that the test administration was supervised by the school principal in accordance with the District's established guidelines and procedures.

**Procedures for Florida Home Education Program (FHEP) Students (13/9998)
Participating in the Spring 2014 FCAT 2.0 and/or End-of-Course (EOC) Assessments**

FHEP Student Registration

1. In order to participate in the Spring 2014 **FCAT 2.0 Writing, Reading, Mathematics, and Science (WRMS)**; and/or the **Florida (Civics, US History, Biology 1, Algebra 1, and Geometry) EOC Assessments** administrations, parents and guardians of **Florida Home Education Program (FHEP)** students must present an original official registration form with a stamp of approval from the Division of Attendance Services to the school where the student will take the assessments, no later than **February 14, 2014** for the FCAT 2.0 Writing, no later than **March 20, 2014** for the FCAT 2.0 Reading, Mathematics, and Science (RMS), and no later than **April 11, 2014** for the Florida (US History, Civics, Biology 1, Algebra 1, and Geometry) EOC Assessments.
2. For the FCAT 2.0 and EOC Assessments, assignment of specific testing date/make-ups is at the school's discretion. Parents will contact the test chairperson at the assigned school to request a date, time, and instructions for testing.
3. To facilitate distribution of the results, parents of FHEP students were directed to provide the Office of Home Education with a self-addressed, stamped, legal-sized envelope for each participating FHEP student. If any parents bring envelopes to your school, please ensure that the students' names are clearly marked on the envelopes and forward them to:

**Mail code: 9028, Attendance Services
Attention: Ms. Clara O'Reilly, Home Education Registrar**

Scheduling FHEP Students for Computer-Based Testing

4. Eligible Grade 6, 7, 8, 9 and 10 FHEP students will take the computer-based test (CBT) version of the FCAT 2.0 Reading test, and Grade 5 and 6 FHEP students will take the CBT version of the FCAT 2.0 Mathematics test. Eligible grades 6-12 FHEP students will take the CBT version of the EOC Assessments.
5. Students from the FHEP will test at their assigned school for the Spring 2014 FCAT 2.0 and EOC administrations. All FHEP students who are eligible for the computer-based testing will be set up in PearsonAccess by District staff and placed in a test session called "DISTRICT READ" and "DISTRICT MATH" for the FCAT 2.0 administrations; and "DISTRICT CIV", "DISTRICT HIS", "DISTRICT BIO", "DISTRICT ALG", AND "DISTRICT GEO" for the EOC administrations, as applicable. School assessment coordinators will be able to print Student Authorization Tickets for the students and resume students, if needed. They will also be able to START and STOP the test session(s). Note that the Student Authorization tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.
6. Student Authorization Tickets must be provided to the appropriate FHEP student.
7. School assessment coordinators will need to assign a testing room and distribute Student Authorization Tickets, Seal Codes, CBT Worksheets, Florida Computer-Based Testing Work Folders, reference sheets, periodic tables, and approved calculators, as applicable to registered students taking the computer-based tests. Students will use their Authorization Ticket with the unique Login ID and test code (password) to log into TestNav from their assigned school.
8. At the conclusion of testing, as applicable, forward a list of all accommodations actually used by FHEP (13/9998) students tested at your school, to be entered to the student's record in PearsonAccess by District staff. Please email the list of students and accommodations used to mugando@dadeschools.net by the **following deadlines for the CBT FCAT 2.0 tests:**
 - **April 24, 2014:** Grades 6 and 10 Reading
 - **April 30, 2014:** Grades 7 and 9 Reading
 - **May 6, 2014:** Grade 6 Mathematics
 - **May 7, 2014:** Grade 5 Mathematics and Grade 8 Reading

and by the following deadlines for the CBT EOC Assessments:

- **May 9, 2014:** Civics and US History EOC
- **May 16, 2014:** Biology 1 and Algebra 1 EOC
- **May 23, 2014:** Geometry EOC

Gridding FHEP Student Answer Documents

9. FHEP students' answer documents (i.e. answer books) must be hand-gridded. (See instructions for gridding contained in the FCAT 2.0 and EOC Test Administration Manuals.)
10. The answer documents for all FHEP students **must** be coded as follows:

PROGRAM	DISTRICT NUMBER	SCHOOL NUMBER
<i>Florida Home Education Program (FHEP)</i>	13	9998

If this school number is not entered correctly on the answer documents for FHEP students, these students' scores will be included in your school summary reports.

11. In the space provided for students to print their name, school name, and district name, students should be instructed to write "**Home Education Program**" for the school name and "**Miami-Dade**" for the district name.

Packing FHEP Student Answer Documents

12. The answer documents for all FHEP students must be banded together, but **separately** from your school's students.
13. Packing instructions for FHEP students' answer documents are found in the test administration manuals, as follow:
 - 2014 FCAT 2.0 Writing Test Administration Manual pages 47-57; diagram, page 55.

Identifying FHEP Students Tested at Your School Site

14. At the end of each testing window, school assessment coordinators will submit a report of the testing status of each FHEP student assigned to test at their school site, indicating: ***tested, absent all sessions, or invalidated*** for each subtest **by Friday, May 9, 2014 for the FCAT 2.0 Writing, Reading, Mathematics, and Science administrations; and by Friday, June 6, 2014 for the EOC Assessments (Civics, US History, Biology 1, Algebra 1, and Geometry) administrations.** This may be done by faxing the original list sent to the school with the requested information added to Student Assessment and Educational Testing at 305-995-7522. This information may also be emailed to mugando@dadeschools.net.

FHEP Individual Student Reports

15. If **all** of the above procedures are followed, FHEP Individual Student Reports will be sent directly to the Home Education Office for distribution and these students' scores will not be included in your school summary report.

**Procedures for Florida Tax Credit (FTC) Scholarship Program Students (97/9999)
Participating in the Spring 2014 FCAT 2.0 and End-of-Course (EOC) Assessments**

FTC Scholarship Program Student Registration

1. Students enrolled in the **Florida Tax Credit (FTC) Scholarship Program** may participate in the **Spring 2014 FCAT 2.0 Writing, Reading, Mathematics, and Science (WRMS) and Florida (Civics, US History, Biology 1, Algebra 1, and Geometry) EOC Assessment** programs as individual students. For the FCAT 2.0 and EOC Assessments administrations, parents and guardians of FTC Scholarship Program students may contact the Region Center to register for the assessments. FTC students will be assigned to schools by the Region Centers. Student Assessment and Educational Testing (SAET) will notify the assigned schools so that preparations can be made for these students.

Scheduling FTC Students for Computer-Based Testing

2. Eligible Grade 6, 7, 8, 9 and 10 FTC students will take the computer-based test (CBT) version of the FCAT 2.0 Reading test, and Grade 5 and 6 FTC students will take the CBT version of the FCAT 2.0 Mathematics. Eligible grade 6-12 FTC students will take the CBT version of the EOC Assessments.
3. Students from the FTC program will test at their assigned school for the Spring 2014 FCAT 2.0 and EOC administrations. All FTC program students who are eligible for the computer-based testing will be set up in PearsonAccess by District staff and placed in a test session called "DISTRICT READ" and "DISTRICT MATH" for the FCAT 2.0 tests; and "DISTRICT CIV", "DISTRICT HIS", "DISTRICT BIO", "DISTRICT ALG", AND "DISTRICT GEO" for the EOC administrations, as applicable. School assessment coordinators will be able to print Student Authorization Tickets for the students and resume students, if needed. They will also be able to START and STOP the test session(s). Note that the Student Authorization tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.
4. Student Authorization Tickets must be provided to the appropriate FTC student.
5. School assessment coordinators will need to assign a testing room and distribute Student Authorization Tickets, Seal Codes, CBT Worksheets, Florida Computer-Based Testing Work Folders, reference sheets, periodic tables, and approved calculators, as applicable to registered students taking the computer-based tests. Students will use their Student Authorization Ticket with the unique Login ID and test code (password) to log into TestNav from their assigned school.
6. At the conclusion of testing, as applicable, forward a list of all accommodations actually used by FTC Program (97/9999) students tested at your school, to be entered to the student's record in PearsonAccess by District staff. Please email the list of students and accommodations used to mugando@dadeschools.net by the **following deadlines for the CBT FCAT 2.0 tests:**
 - **April 24, 2014:** Grades 6 and 10 Reading
 - **April 30, 2014:** Grades 7 and 9 Reading
 - **May 6, 2014:** Grade 6 Mathematics
 - **May 7, 2014:** Grade 5 Mathematics and Grade 8 Reading

and by the following deadlines for the CBT EOC Assessments:

- **May 9, 2014:** Civics and US History
- **May 16, 2014:** Biology 1 and Algebra 1
- **May 23, 2014:** Geometry

Gridding FTC Scholarship Program Student Answer Documents for Paper, Large Print, and Braille Accommodations

7. FTC Scholarship Program students' answer documents (i.e. answer books) must be hand-gridded. (See instructions for gridding contained in the FCAT 2.0 and EOC Test Administration Manuals.)
8. The answer documents for all FTC Scholarship Program students must be coded as follows:

PROGRAM	DISTRICT NUMBER	SCHOOL NUMBER
<i>Florida Tax Credit (FTC) Scholarship Program</i>	97	9999

If this school number is not entered correctly on the answer documents, FTC Scholarship Program students' scores will be included in your school summary reports.

9. In the space provided for students to print their name, school name, and district name, students should be instructed to write "**Florida Tax Credit (FTC) Scholarship Program**" for the school name and "**Florida Tax Credit (FTC) Scholarship Program**" for the district name.

Packing FTC Scholarship Program Student Answer Documents

10. The answer documents for FTC Scholarship Program students must be banded together, but **separately** from your school's students.
11. Packing directions for returning FTC Scholarship Program students' answer documents for scoring exactly parallel those for the school's regular students, for each program and grade level, but are coded as noted above. The applicable packing instructions are found in the test administration manuals, as follows:
 - 2014 FCAT 2.0 Writing Test Administration Manual pages 47-57; diagram, page 55.

Identifying FTC Scholarship Program Students Tested at Your School Site

12. At the end of each testing window, school assessment coordinators will submit a report of the testing status of each Florida Tax Credit (FTC) Scholarship Program student assigned to test at their school site, indicating: ***tested, absent all sessions***, or ***invalidated*** for each subtest **by Friday, May 9, 2014 for the FCAT 2.0 Writing, Reading, Mathematics, and Science administrations; and by Friday, June 6, 2014 for the EOC Assessments (Civics, US History, Biology 1, Algebra 1, and Geometry).** This may be done by faxing the original list provided to the school, with the requested information added, to SAET at 305-995-7522.

FTC Scholarships Individual Student Reports

13. If **all** of the above procedures are followed, FTC Individual Student Reports will be sent directly to the Florida Department of Education Office of Independent Education & Parental Choice for distribution and these students' scores will not be included in your school summary report.

**Procedures for Florida Virtual School Program Students
Participating in the Spring 2014 FCAT 2.0 and End-of-Course (EOC) Assessments**

FLVS Florida Virtual School Program Student Registration

1. Students enrolled in the **Florida Virtual School Program Full-Time** [Florida Virtual Academy (50/7079), FLVS-FT (71/0300 and (71/0400)] **(FLVS-FT) must** participate in the **Spring 2014 FCAT 2.0 Writing, Reading, Mathematics, Science, and Retake; and/or the Florida (Civics, US History, Biology 1, Algebra 1, and Geometry) End-of-Course (EOC) Assessments**. For the Spring 2014 FCAT 2.0 and EOC administrations, parents and guardians of Florida Virtual Program students will receive notification from the Florida Virtual Program Office advising them of the designated testing location. Student Assessment and Educational Testing (SAET) will notify these designated schools so that preparations can be made for these students.

Scheduling Florida Virtual School Program Students for Computer-Based Testing

2. Grade 6, 7, 8, 9 and 10 FLVS-FT students will take the computer-based test (CBT) version of the FCAT 2.0 Reading test, and Grade 5 and 6 FLVS-FT students will take the CBT version of the FCAT 2.0 Mathematics test. Eligible grades 6-12 FLVS-FT students will take the CBT version of the EOC Assessments.
3. Students from the Florida Virtual School Program will test at their assigned school for the Spring 2014 FCAT 2.0 and EOC administrations. FLVS-FT students who are eligible for the computer-based testing will be set up in PearsonAccess by FLVS-FT staff. Student Authorization Tickets and Seal Codes (if applicable) for these students will be sent via email to principal and school assessment coordinator at selected schools. These are secure documents and must be kept in a locked, limited access location along with all secure test materials.
4. Student Authorization Tickets must be printed and provided to the appropriate FLVS-FT student.
5. School assessment coordinators will need to assign a testing room and distribute Student Authorization Tickets, Seal Codes, CBT Worksheets, Florida Computer-Based Testing Work Folders, reference sheets, Periodic Table of Elements, and approved calculators, as applicable to registered students taking the computer-based tests. Students will use their Authorization Ticket with the unique Login ID and test code (password) to log into TestNav from their assigned school.
6. **Please note if a FLVS-FT student is disconnected from the computer-based test session, the school assessment coordinator must contact the FLVS-FT Office for assistance. Please have the student's first and last name to enable FLVS-FT staff to resume a student's test.**

Gridding Florida Virtual School Program Student Answer Documents

7. FLVS-FT students' preidentified labels will be sent to your school as soon as they are received and school assignments are finalized. If these labels do not arrive, the answer documents (i.e. answer books) must be hand-gridded. (See instructions for gridding contained in the FCAT 2.0 and EOC Test Administration Manuals.)
8. The answer documents for Florida Virtual School Program students must be coded as follows:

FLORIDA VIRTUAL PROGRAM		
PROGRAM	DISTRICT NUMBER	SCHOOL NUMBER
<i>Florida K–8 Virtual School Continuity Program</i> <i>[Formerly Florida Virtual Academy]</i>	50	7079
<i>FLVS Full-Time Middle School</i>	71	0300
<i>FLVS Full-Time High School</i>	71	0400

If these school numbers are not entered correctly on the appropriate answer documents, FLVS-FT program students' scores will be included in your school summary reports.

9. In the space provided for students to print their name, school name, and district name, students should be instructed to write **“Florida K-8 Virtual School Continuity Program”, “FLVS Full-Time Middle School”, or “FLVS Full-Time High School”,** as appropriate, for the school name and **““Florida K-8 Virtual School Continuity Program”, “FLVS Full-Time Middle School”, or “FLVS Full-Time High School”,** for the district name.

Packing Florida Virtual School Program Student Answer Documents

10. The answer documents for **FLVS-FT** students TO BE SCORED documents must be banded together, but separately from your school's students.
11. Packing instructions for the **FLVS-FT** students' answer documents are found in the **FCAT 2.0 and EOC Test Administration Manuals**:
 - 2014 FCAT 2.0 Writing Test Administration Manual pages 47-57; diagram, page 55.

Identifying Florida Virtual School Program Students Tested at Your School Site

12. At the end of each testing window, school assessment coordinators will submit a report of the testing status of each FLVS-FT student assigned to test at their school site, indicating: ***tested, absent all sessions, or invalidated*** for each subtest **by Friday, May 9, 2014 for the FCAT 2.0 Writing, Reading, Mathematics, Science, and Retake administrations; and by Friday, June 6, 2014 for the EOC Assessments (Civics, US History, Biology 1, Algebra 1, and Geometry) administrations.** This may be done by faxing the original list provided to the school with the requested information added to SAET at 305-995-7522 or emailing the information to mugando@dadeschools.net.

Florida Virtual School Program Individual Student Reports

13. If **all** of the above procedures are followed, FLVS-FT program Individual Student Reports will be mailed directly to the appropriate Florida Virtual School Program Office for distribution and these students' scores will not be included in your school summary reports.

**Procedures for Hospital/Homebound (HHIP) Students (13/9732)
Participating in the Spring 2014 FCAT 2.0 and End-Of-Course (EOC) Assessments**

The Hospital/Homebound Instructional Program (HHIP) is a District program administered through Brucie Ball Educational Center (9732). The procedures provided in this document apply to Miami-Dade County only, and are not referenced in any of the Florida Department of Education manuals or training materials for the Spring 2014 FCAT 2.0 or EOC Assessments.

Questions regarding gridding or handling of HHIP student documents, test administration or accommodation guidelines, or packing and return of HHIP students' materials should be directed to Student Assessment and Educational Testing at 305-995-7520.

HHIP Student Participation

1. Students enrolled in the **Hospital/Homebound Instructional Program (HHIP)** may be referred back to their originating (home) school in order to participate in the **Spring 2014 FCAT 2.0 Writing, Reading, Mathematics, Science (WRMS), and Retake; and Florida (Civics, US History, Biology 1, Algebra 1, and Geometry) End-of-Course (EOC)** administrations. The schools that will be testing these students will receive a list with the student's demographic information and information regarding required testing accommodations to be provided for each student, as applicable.
2. All students in the HHIP programs who are unable to test at their home school will be tested on-site, in their homes, or at a designated remote location by HHIP test administrators.

Scheduling HHIP Students for Computer-Based Testing

3. Eligible students in Grades 6, 7, 8, 9 and 10 will take the computer-based test (CBT) version of the FCAT 2.0 Reading test; Grades 5 and 6 will take the CBT version of the FCAT 2.0 Mathematics test; and eligible students in Grades 10+12 who have not yet passed the FCAT 2.0 Retake Reading assessment will take this assessment on the computer. In addition, eligible grades 6-12 HHIP students will take the CBT version of the EOC Assessments.
4. Students from HHIP will test at their assigned school for the Spring 2014 FCAT 2.0 and EOC administrations. HHIP students who are eligible for the computer-based testing will be set up in PearsonAccess by District staff and placed in a test session called "DISTRICT READ" and "DISTRICT MATH" for the FCAT 2.0 administrations; and "DISTRICT CIV", "DISTRICT HIS", "DISTRICT BIO", "DISTRICT ALG", AND "DISTRICT GEO" for the EOC administrations, as applicable, with the exception of eligible students with paper (regular print or Large Print) or Braille accommodations. School assessment coordinators will be able to print Student Authorization Tickets for the students and resume students, if needed. They will also be able to START and STOP the test session(s). Note that the Student Authorization tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.
5. Student Authorization Tickets must be provided to the appropriate HHIP student.
6. School assessment coordinators will need to assign a testing room and distribute Student Authorization Tickets, Seal Codes, CBT Worksheets, Florida Computer-Based Testing Work Folders, reference sheets, Periodic Table of Elements, and approved calculators, as applicable to registered students taking the computer-based tests. Students will use their Student Authorization Ticket with the unique Login ID and test code (password) to log into TestNav from their assigned school.
7. At the conclusion of testing, as applicable, forward a list of all accommodations actually used by HHIP Program (13/9732) students tested at your school, to be entered to the student's record in PearsonAccess by District staff. Please email the list of students and accommodations used to mugando@dadeschools.net by the **following deadlines for the CBT FCAT 2.0 tests:**
 - **April 11, 2014:** Grades 10+ - 12 Reading Retake
 - **April 24, 2014:** Grades 6 and 10 Reading
 - **April 30, 2014:** Grades 7 and 9 Reading
 - **May 6, 2014:** Grade 6 Mathematics
 - **May 7, 2014:** Grade 5 Mathematics and Grade 8 Reading

and by the following deadlines for the CBT EOC Assessments:

- **May 9, 2014:** Civics and US History
- **May 16, 2014:** Biology 1 and Algebra 1
- **May 23, 2014:** Geometry

Gridding HHIP Student Answer Documents for Paper, Large Print, and Braille Accommodations

8. If pregridded labels are available for HHIP students correctly identifying the HHIP provider, they will be sent to the M-DCPS testing school or provided to the HHIP administrator for use on the students' documents. If no label is available, or if the label is incorrect, the HHIP students' answer documents must be hand-gridded with the correct demographic information.
9. The answer documents for all HHIP students **must** be coded as follows:

HHIP		
SCHOOL NAME	DISTRICT NUMBER	SCHOOL NUMBER
<i>Brucie Ball Educational Center</i>	13	9732

If the correct school number for HHIP students is not on the answer documents, these students' scores will be included in your school's summary reports.

10. In the space provided for students to print their name, school name, and district name, students should be instructed to write "**Brucie Ball Educational Center**" for the school name and "**Miami-Dade**" for the district name.
11. **Caution:** M-DCPS schools may receive pregridded labels included in their regular school shipment for former students who have since withdrawn from the school and enrolled in HHIP. These labels must **not** be used, as the student's results would be incorrectly assigned to the school identified on the label, not the HHIP.
12. **Caution:** Do not confuse students in the HHIP with Florida Home Education Program (FHEP) students (school 9998). **If in doubt, call Student Assessment and Educational Testing (SAET) for clarification of the student's status.**

Packing HHIP Student Answer Documents for Paper, Large Print, and Braille Accommodations

13. Brucie Ball Educational Center will process answer documents for students tested on-site at HHIP locations according to standard directions for schools.
14. The answer documents for all Brucie Ball Educational Center students tested at a M-DCPS school site are to be returned along with the rest of the school's student answer documents, but must be banded separately (as a "school within a school"), under separate document count forms. The document count forms for returning HHIP students' answer documents must be hand-gridded and completed with the following information:

District Name	School Name	District Number	School Number
Miami-Dade	Brucie Ball Educational Center	13	9732

Packing directions for returning HHIP students' answer documents for scoring exactly parallel those for the school's regular students, for each program and grade level, but are coded as noted above.

15. The FCAT 2.0 and EOC Assessments Test Administration Manuals **do not** include any directions about the HHIP packing. Pack the HHIP students' answer documents, banded and gridded as noted above, **before the first banded stack for your school (if applicable)**, in box 1 of your "To Be Scored." The applicable packing instructions are found in the test administration manuals, as follows:
- 2014 FCAT 2.0 Writing Test Administration Manual pages 47-57; diagram, page 55.

Identifying HHIP Students Tested at Your School Site

16. At the end of each testing window, school assessment coordinators will submit a report of the testing status of each HHIP student assigned to test at their school site, indicating: ***tested, absent all sessions, or invalidated*** for each subtest **by Friday, May 9, 2014 for the FCAT 2.0 Writing, Reading, Mathematics, Science, and Retake administrations; and by Friday, June 6, 2014 for the EOC administrations (Civics, US History, Biology 1, Algebra 1, and Geometry).** . This may be done by faxing the original list provided to the school, with the requested information added, to SAET at 305-995-7522. This information may also be emailed to mugando@dadeschools.net.

HHIP Individual Student Reports

17. If **all** of the above procedures are followed, HHIP Individual Student Reports will be sent directly to the Brucie Ball Educational Center for distribution and these students' scores will not be included in your school summary report.

**Procedures for McKay Scholarship Program Students (13 / 3518)
Participating in the Spring 2014 FCAT 2.0 and End-Of-Course (EOC) Assessments**

McKay Student Registration

1. In order to participate in the administrations of the **Spring 2014 FCAT 2.0 Writing, Reading, Mathematics, and Science (WRMS) and the Florida (Civics, US History, Biology 1, Algebra 1, and Geometry) End-of-Course (EOC) Assessments**, parents or guardians of **McKay Scholarship Program** students attending private schools **must register with the District office** to take the FCAT 2.0 and EOC Assessments. You will be notified by staff from Student Assessment and Educational Testing (SAET) if any students have registered to take the test at your location and what accommodations are required for each student.

Scheduling McKay Students for Computer-Based Testing

2. Eligible Grades 6, 7, 8, 9 and 10 McKay Scholarship Program students will take the computer-based test (CBT) version of the FCAT 2.0 Reading test and Grades 5 and 6 McKay Scholarship Program students will take the CBT version of the FCAT 2.0 Mathematics. Eligible Grades 6-12 McKay Scholarship students will take the CBT version of the EOC Assessments.
3. Students from the McKay Scholarship Program will test at their assigned school for the Spring 2014 FCAT 2.0 and EOC administrations. All McKay Scholarship students who are eligible to take the computer-based tests will be set up in PearsonAccess by District staff and placed in a test session called "DISTRICT READ" and "DISTRICT MATH" for the FCAT 2.0; and "DISTRICT CIV", "DISTRICT HIS", "DISTRICT BIO", "DISTRICT ALG", AND "DISTRICT GEO" for the EOC administrations, as applicable. School assessment coordinators will be able to print Student Authorization Tickets for the students and resume students, if needed. They will also be able to START and STOP the test session(s). Note that the Student Authorization tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents
4. Student Authorization Tickets must be provided to the appropriate McKay Scholarship Program student.
5. School assessment coordinators will need to assign a testing room and distribute Student Authorization Tickets, Seal Codes, CBT Worksheets, Florida Computer-based Testing Work Folders, reference sheets, periodic tables, and approved calculators, as applicable to registered students taking the computer-based tests. Students will use their Authorization Ticket with the unique Login ID and test code (password) to log into TestNav from their assigned school.
6. At the conclusion of testing, as applicable, forward a list of all accommodations actually used by McKay Scholarship (13/3518) students tested at your school, to be entered to the student's record in PearsonAccess by District staff. Please email the list of students and accommodations used to mugando@dadeschools.net by the following deadlines for the CBT FCAT 2.0 tests:
 - **April 24, 2014:** Grades 6 and 10 Reading
 - **April 30, 2014:** Grades 7 and 9 Reading
 - **May 6, 2014:** Grade 6 Mathematics
 - **May 7, 2014:** Grade 5 Mathematics and Grade 8 Reading

and by the following deadlines for the CBT EOC Assessments:

- **May 9, 2014:** Civics and US History
- **May 16, 2014:** Biology 1 and Algebra 1
- **May 23, 2014:** Geometry

Gridding McKay Student Answer Documents

7. McKay students' answer documents (i.e. answer books) must be hand-gridded. (See instructions for gridding contained in the FCAT 2.0 and EOC Test Administration Manuals.)
8. The answer documents for all McKay Scholarship Program students **must** be coded as follows:

PROGRAM	DISTRICT NUMBER	SCHOOL NUMBER
McKay Scholarship Program	13	3518

If this school number is not entered correctly on the answer documents, McKay students' scores will be included in your school summary reports.

9. In the space provided for students to print their name, school name, and district name, students should be instructed to write "**McKay Scholarship Program**" for the school name and "**Miami-Dade**" for the district name.

Packing McKay Student Answer Documents

10. The answer documents for all McKay students must be banded together, but **separately** from your school's students.
11. Packing instructions for McKay students' answer documents are found in the test administration manuals, as follow:
 - 2014 FCAT 2.0 Writing Test Administration Manual pages 47-57; diagram, page 55.

Identifying McKay Scholarship Program Students Tested at Your School Site

12. At the end of each testing window, school assessment coordinators will submit a report of the testing status of each McKay Scholarship Program student assigned to test at their school site, indicating: ***tested, absent all sessions***, or ***invalidated*** for each subtest **by Friday, May 9, 2014 for the FCAT 2.0 Writing, Reading, Mathematics, and Science administrations; and by Friday, June 6, 2014 for the EOC Assessments (Civics, US History, Biology 1, Algebra 1, and Geometry) administrations.** This may be done by faxing the original list provided to the school, with the requested information added, to SAET at 305-995-7522. This information may also be emailed to mugando@dadeschools.net.

McKay Individual Student Reports

13. If **all** of the above procedures are followed, McKay Individual Student Reports will be sent directly to the McKay Scholarship Program Office for distribution and these students' scores will not be included in your school summary report.

**Procedures for Miami-Dade Online Academy K-12 (MDOA) Program Students (13/7001)
Participating in the Spring 2014 FCAT 2.0 and End-of-Course (EOC) Assessments**

MDOA K-12 Program Student Registration

1. Students enrolled in the **Miami-Dade Online Academy K-12 (MDOA) Program** must participate in the **Spring 2014 FCAT 2.0 Writing, Reading, Mathematics, Science (WRMS), and Retake; and Florida (Civics, US History, Biology 1, Algebra 1, and Geometry) End-of-Course (EOC) Assessments**. For the FCAT 2.0 and EOC Assessments, parents and guardians of Miami-Dade Online Academy K-12 students will receive notification from Miami-Dade Online Academy K-12 Program advising them of the designated testing location. Student Assessment and Educational Testing (SAET) will notify these designated schools so that preparations can be made for these students.

Scheduling MDOA K-12 Program Students for Computer-Based Testing (CBT)

2. Grade 6, 7, 8, 9 and 10 MDOA students will take the computer-based test (CBT) version of the FCAT 2.0 Reading test, Grade 5 and 6 MDOA students will take the CBT version of the FCAT 2.0 Mathematics test, and eligible Grades 10+-12 MDOA students who have not yet passed the FCAT 2.0 Reading Retake assessment will take this assessment on the computer. Eligible grade 6-12 MDOA students will take the CBT version of the EOC Assessments.
3. Students from MDOA Program will test at their assigned school for the Spring 2014 FCAT 2.0 and EOC administrations. MDOA students who are eligible for the computer-based testing will be set up in PearsonAccess by District staff and placed in a test session called "DISTRICT READ" and "DISTRICT MATH" for the FCAT 2.0 administrations; and "DISTRICT CIV", "DISTRICT HIS", "DISTRICT BIO", "DISTRICT ALG", AND "DISTRICT GEO" for the EOC administrations, as applicable. School assessment coordinators will be able to print Student Authorization Tickets for the students and resume students, if needed. They will also be able to START and STOP the test session(s). Note that Student Authorization Tickets are secure answer documents and must be kept in a locked, limited access location along with all secure test documents.
4. Student Authorization Tickets must be provided to the appropriate MDOA student.
5. School assessment coordinators will need to assign a testing room and distribute Student Authorization Tickets, Seal Codes, CBT Worksheets, Florida Computer-Based Testing Work Folders, reference sheets, periodic tables, and approved calculators as applicable to registered MDOA students taking the computer-based tests. Students will use their Student Authorization Ticket with the unique Login ID and test code (password) to log into TestNav from their assigned school.
6. At the conclusion of testing, as applicable, forward a list of all accommodations actually used by MDOA (13/7001) students tested at your school, to be entered to the student's record in PearsonAccess by District staff. Please email the list of students and accommodations used to mugando@dadeschools.net by **following deadlines for the CBT FCAT 2.0 tests:**
 - **April 11, 2014:** Grades 10+ - 12 Reading Retake
 - **April 24, 2014:** Grades 6 and 10 Reading
 - **April 30, 2014:** Grades 7 and 9 Reading
 - **May 6, 2014:** Grade 6 Mathematics
 - **May 7, 2014:** Grade 5 Mathematics and Grade 8 Reading

and by the following deadlines for the CBT EOC Assessments:

- **May 9, 2014:** Civics and US History
- **May 16, 2014:** Biology 1 and Algebra 1

- **May 23, 2014:** Geometry

Gridding MDOA K-12 Program Student Answer Documents

7. Miami-Dade Online Academy K-12 Program students' answer documents (i.e. answer folders) must be hand-gridded. (See instructions for gridding contained in the FCAT 2.0 and EOC Test Administration Manuals.)
8. The answer documents for Miami-Dade Online Academy students must be coded as follows:

PROGRAM	DISTRICT NUMBER	SCHOOL NUMBER
<i>Miami-Dade Online Academy K-12</i>	13	7001

If this school number is not entered correctly on the appropriate answer documents, Miami-Dade Online Academy K-12 Program students' scores will be included in your school summary reports.

9. In the space provided for students to print their name, school name, and district name, students should be instructed to write "**Miami-Dade Online Academy K-12**" for the school name and "**Miami-Dade**" for district name.

Packing MDOA K-12 Program Student Answer Documents

10. The answer documents for all Miami-Dade Online Academy K-12 students must be banded together, but **separately** from your school's students.
11. Packing directions for returning Miami-Dade Online Academy K-12 students' answer documents for scoring exactly parallel those for the school's regular students, for each program and grade level, but are coded as noted above. The applicable packing instructions are found in the test administration manuals, as follows:

- 2014 FCAT 2.0 Writing Test Administration Manual pages 47-57; diagram, page 55.

Identifying MDOA K-12 Program Students Tested at Your School Site

12. At the end of each testing window, school assessment coordinators will submit a report of the testing status of each Miami-Dade Online Academy K-12 Program student assigned to test at their school site, indicating: ***tested, absent all sessions, or invalidated*** for each subtest **by Friday, May 9, 2014 for the FCAT 2.0 Writing, Reading, Mathematics, Science, and Retake administrations; and by Friday, June 6, 2014 for the EOC Assessments (Civics, US History, Biology 1, Algebra 1, and Geometry) administrations.** This may be done by faxing the original list provided to the school, with the requested information added, to SAET at 305-995-7522.

MDOA K-12 Program Individual Student Reports

13. If **all** of the above procedures are followed, Miami-Dade Online Academy K-12 Program Individual Student Reports will be sent directly to Miami-Dade Online Academy K-12 for distribution and these students' scores will not be included in your school summary report.

ATTACHMENT A

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

2014 FCAT 2.0 WRITING TESTING PROGRAM

Documentation that the **2014 FCAT 2.0 WRITING** 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 **2014 FCAT 2.0 WRITING** 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 **2014 FCAT 2.0 WRITING** 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 **2014 FCAT 2.0 WRITING** materials to conduct testing.

___ ___ Prior to the test administration, all staff involved in the **2014 FCAT 2.0 WRITING** 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 **2014 FCAT 2.0 WRITING** 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 **2014 FCAT 2.0 WRITING** manual. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing.

N/A N/A Following computer-based testing, all content was purged from the Proctor Caching computer(s) according to the guidelines in the _____ 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 B

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

FM-3956 (01-12)

ATTACHMENT C

TEST ADMINISTRATORS' RESPONSIBILITIES MAINTAINING TEST SECURITY BEFORE, DURING, AND AFTER THE FCAT 2.0 ADMINISTRATION

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 administration **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.

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, including breaks. Approved four-function 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 below the Testing Rules Acknowledgement prior to testing. Students taking a computer-based test must check a box (TestNav) or click a circle (TestHear) indicating that they understand the testing rules read to them.
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 (as applicable), including paper test booklets, planning sheets, CBT worksheets, work folders (CBT), Reading Passage Booklets, Student Authorization Tickets (CBT), seal codes, approved four-function calculators, and reference sheets 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 calculators, should be secured immediately, out of reach of students. **Do not leave test booklets, planning sheets, CBT worksheets, work folders, 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 FCAT 2.0 as it is presented in the appropriate *test administration manual*.
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 and EOC Assessments are secure tests. 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 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 calculators or 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. Students should not be given access to electronic devices (e.g., cell phones, smartphones, and netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test may be invalidated.
36. 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.
37. If there is an extended break during a CBT test session (such as a lunch break), students must exit the test 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.
38. 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.
39. 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

40. At the conclusion of testing, all test materials are to be collected from each student **individually**.
41. 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.

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 also verify that students have signed the Testing Rules Acknowledgement and Student Authorization Tickets, and individually collect any planning sheets, work folders, CBT worksheets, Student Authorization Tickets, approved four-function calculators, scientific calculators, reference sheets, and periodic tables, as applicable.
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 or EOC test booklets/folders, planning sheets, CBT worksheets, Reading Passage Booklets, work folders, Student Authorization Tickets, approved four-function calculators, reference sheets, and periodic tables that were assigned to him/her for that test session, as applicable. 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 booklets and / or answer booklets/folders, planning sheet, work folder, and approved four-function calculator, as applicable) 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 D
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 E
“FRIENDLY REMINDER” from the Test Distribution Center (TDC)
Spring 2014 FCAT 2.0 Writing Test Materials Return

**Friday, February 28–
Tuesday, March 4, 2014**

All schools must hand-deliver ALL 2014 FCAT 2.0 Writing Testing Materials including, “To Be Scored”, “Not To Be Scored”, and the District Assessment Coordinator Only Box, to the Test Distribution Center, by 3:30pm.

RED LABELS: (TO BE SCORED)

- **Special Programs:** FLVS Full-Time K-8, FLVS Full-Time 9-12, Florida Virtual Academy, Miami-Dade Online Academy, Home Education, McKay Scholarship (Private school ONLY), Florida Tax Credit Scholarship (FTC), and Hospital/Homebound TO BE SCORED Writing folders.
See the *Spring 2014 FCAT 2.0 Writing Test Administration Manual (TAM)* charts on pages 5-6 and 48 for the specific district and school number for each special program. Information for the Hospital/Homebound Program and the Miami-Dade Online Academy are in the Training Packet. Complete one *Document Count Form* for each special program by grade level.
- **Your school's** TO BE SCORED Writing folders.
Complete one *Document Count Form* for each grade level and place it in the first banded stack labeled 1 of n, under the paper band, on top of the Writing folders.

Note: Include **invalidated** Writing folders on top of the TO BE SCORED Writing folders, under the Document Count Form, and in the total count. Reasons for invalidations are listed in the TAM, on pages 17-18.

WHITE LABELS: (Large Print, TO BE SCORED)

- Large Print TO BE SCORED Writing folders. Refer to the packaging diagram in the TAM, on page 56.

PINK LABELS: (Braille, TO BE SCORED)

- Braille TO BE SCORED Writing documents. Refer to the packaging diagram in the TAM, on page 56.

Complete one *Document Count Form* for each student and place it inside the student's first Special Document Return Envelope. Please return the regular print Writing folder that was included in the Special Documents box should also be returned in the student's Special Document Return Envelope. Refer to the TAM, on pages 52-54, 56, 78, and 81.

YELLOW LABELS: (NOT TO BE SCORED)

- All **unused** Writing folders (preidentified and non-preidentified), including unused Large Print Writing folders and Braille documents. Refer to the TAM, on page 57.
- Defective Writing folders, including defective Large Print Writing folders and Braille documents. Refer to the TAM, on page 57.

DISTRICT ASSESSMENT COORDINATOR ONLY BOX

- **All Planning Sheets (used with signed *Testing Rules Acknowledgement* and unused).**
- Original ***Administration Record/Security Checklist*** or school's developed form with all required administration information, (TAM, pages 13-14 and 99, blank form provided).
- Original ***Security Logs*** (TAM, pages 22 and 97, blank form provided).
- Original ***Seating Charts*** (TAM, page 21 and 43, and Training Packet, Attachment D).
- Original ***Test Materials Chain of Custody Form*** (TAM, pages 43 and 95, blank form provided).
- Original ***Accounting for All Secure Documents*** (Training Packet, Attachment F).
- Original ***School Procedural Checklist (FM-6927)*** (Training Packet, Attachment A).

Note: Please retain copies of all of the above documents for your records for one year. Do not copy the planning sheets. Write **“District Assessment Coordinator ONLY”** on box and number the box, 1 of 1. Do not place a colored label on the box or pack any Writing folders.

ATTACHMENT F

MIAMI-DADE COUNTY PUBLIC SCHOOLS SPRING 2014 FCAT 2.0 WRITING ACCOUNTING FOR ALL SECURE DOCUMENTS

School Name: _____

School Number: _____

This form was designed to help schools keep track of all Writing Folders with security numbers. Please complete the following steps on the attached table.

1. Enter the number of Writing Folders reported to the Assessment Department as being missing, lost, or destroyed, if applicable.
2. Enter the number of Writing Folders returned in the TO BE SCORED shipment.
3. Enter the number of Writing Folders returned in the NOT TO BE SCORED shipment.
4. Enter the sum of columns 1 through 3.
5. Enter the total number of Writing Folders indicated on packing lists, (including additional orders).
6. Indicate with your initials if the number of Writing Folders entered in columns 4 and 5 agree.

		1 +	2 +	3 +	4 =	5	6 <u>Verification</u>
Grade Level	Item Description	# Reported missing, lost, or destroyed	# Returned in the TO BE SCORED shipment	# Returned in the NOT TO BE SCORED shipment	Sum of columns 1 through 3	Total indicated on packing lists (include additional orders)	Initial here to indicate that columns 4 and 5 agree
4	Writing Folder						
8	Writing Folder						
10	Writing Folder						

Place this completed original form in the District Assessment Coordinator Only box. Retain a copy for you records.

Name of person completing form (Print)

Title

Signature

Date

ATTACHMENT G

FCAT 2.0 WRITING SAMPLE PARENT LETTER (ENGLISH VERSION)

[Date]

Dear Parent/Guardian,

The purpose of this letter is to inform you that your student will be taking the [Grade 4/8/10] **FCAT 2.0 Writing Test** on **Tuesday, February 25, 2014**. The FCAT 2.0 Writing Test is administered in one 60-minute session in which students write an essay in response to a prompt. Later this spring, your student will receive a score for his/her writing on a scale from 1-6 score points. You may visit <http://fcat.fldoe.org/writing-prompts.asp> to access writing prompt descriptions and scoring guides with sample essays.

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, at any time during testing OR during breaks, 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**—The Writing test includes 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.

■ **Discussing Test Content after Testing**—The last portion of the testing rules read to students before they sign the acknowledgment reads, “After the test, you may not discuss the Writing prompt with anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram.” If students are found sharing information about test items, even without the intent to cheat, their tests will be invalidated.

■ **Leaving Campus**—If your student leaves campus before completing the test (for an appointment, 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 the make-up day.

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, visit the FDOE website at <http://fcat.fldoe.org/>.

Thank you for supporting your student as he or she prepares for the test.

Sincerely,

[Principal Name]

FCAT 2.0 WRITING SAMPLE PARENT LETTER (SPANISH VERSION)

[Date]

Estimados padres de familia/tutores:

La presente tiene como propósito notificarles que su hijo tomará **la Prueba de Evaluación Integral de la Florida 2.0 (FCAT 2.0 Writing Test) de Composición [4º, 8º y 10º grado]**, que está programada para el **martes, 25 de febrero de 2014**. La Prueba FCAT 2.0 de Composición se administra en una sesión de 60 minutos en la cual los estudiantes escriben un ensayo en respuesta a una temática. Más adelante en la primavera, su hijo recibirá una calificación por su composición en una escala de puntuación del 1 al 6. Para obtener una descripción de las introducciones temáticas y guías sobre las calificaciones con muestras de ensayos, puede acceder <http://fcat.fldoe.org/writing-prompts.asp>.

Es importante que tomen nota acerca de las políticas que aparecen a continuación antes de que su hijo tome la prueba:

■ **Dispositivos electrónicos** —Si se descubre que su hijo posee CUALQUIER dispositivo electrónico que incluye, pero que no se limita a teléfonos celulares o ‘*Smart phones*’, en cualquier momento durante la prueba o durante los recesos, la prueba se invalidará, lo que significa que no recibirá calificación por dicha prueba. La mejor práctica es que los estudiantes dejen los dispositivos en sus casas o en sus casilleros en el día de la prueba.

■ **Aceptación de los reglamentos de la prueba** - La prueba de composición incluye una declaración sobre 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, el personal encargado de administrarla leerá los reglamentos a los estudiantes y los estudiantes deben confirmar que entienden los reglamentos de la prueba firmando sus nombres debajo de la declaración.

■ **Comentar el contenido de la prueba después de terminada** – La última parte de la declaración acerca de los reglamentos sobre la prueba que el estudiante firmó dice: “Una vez que haya terminado la prueba, no se deben discutir los componentes de la prueba con ninguna otra persona. Esto incluye cualquier medio de comunicación electrónica, como “*texting*”, correos electrónicos, “blogs” por ejemplo, en “sitios web” como *Facebook*, *Twitter* o *Instagram*. Se invalidarán las pruebas, a los estudiantes que compartan información acerca del contenido de la prueba, aún sin la intención de hacer trampas.

■ **Abandono del recinto**—Si su hijo abandona el recinto antes de haber terminado la prueba (por una cita o por enfermedad, etc.), NO SE LE permitirá terminar la prueba. Si su hijo no se siente bien el día de la prueba, será mejor para él o ella que espere a ser examinado en el día señalado para repetir la prueba.

Si tuviese cualquier pregunta relacionada con la administración de esta prueba, se puede comunicar con [School Contact] al [Contact Info]. Para más información acerca del programa de evaluaciones estatales, visite el “sitio web” del Departamento de Educación de la Florida <http://fcat.fldoe.org/>.

Muchas gracias por apoyar a su hijo o hija mientras se prepara para la prueba.

Atentamente,

[Principal Name]

FCAT 2.0 WRITING SAMPLE PARENT LETTER (HAITIAN-CREOLE VERSION)

[Date]

Chè Paran/Gadyen,

Bi lèt sa a se pou enfòmasyon w elèv ou a pral pran **Egzamen Redaksyon FCAT 2.0 madi 25 fevriye 2014** pou elèv [4yèm, 8yèm, 10yèm ane eskolè]. Yo bay Egzamen Redaksyon FCAT 2.0 a nan yon sesyon 60 minit kote elèv yo ekri yon disètasyon nan reponn yon sijè. Pita nan prentan an, elèv ou a pral resevwa yon nòt sou yon echèl pwen 1-6 pou redaksyon li a. Ou ka vizite <http://fcat.fldoe.org/writing-prompts.asp> pou jwenn deskripsyon sijè redaksyon an ak gid sou nòt avèk modèl disètasyon.

Silvoulè revize règ k ap suiv yo avèk elèv ou a anvan egzamen:

■ **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”, nenpòt lè pandan egzamen an OUBYEN pandan poz, yo ap anile egzamen li a, ki vle di yo pap ba l nòt. Pi bon bagay elèv yo ka fè se kite aparèy yo lakay oubyen klete yo nan kazye yo jou egzamen an.

■ **Akseptasyon Règleman egzamen an**—Egzamen Redaksyon an gen ladan yon Akseptasyon Règleman Egzamen ki di, “Mwen konprann règleman egzamen yo fèk li pou mwen yo. Si mwen pa suiv règleman sa yo, yo ka 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 egzamen an nan siyen non yo anba deklarasyon an.

■ **Diskite Kontni Egzamen an aprè Egzamen**—Dènye pòsyon règleman egzamen yo li pou elèv yo anvan yo siyen akseptasyon an di, “Aprè egzamen an, ou pa ka diskite sijè Redaksyon an ak pèsonn. Sa gen ladan kèlkeswa kalite komunikasyon elektwonik, tankou voye mesaj tèks, lèt elektwonik, oubyen poste sou Entènèt tankou ‘Facebook’, ‘Twitter’, oubyen ‘Instagram’.” Si yo jwenn elèv ap pataje enfòmasyon sou sijè egzamen yo, menmsi se pa ak entansyon pou triche, yo ap anile egzamen yo.

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

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]

FCAT 2.0 ELL ACCOMMODATIONS SAMPLE PARENT LETTER

Dear Parents:

On _____, your child will be participating in the administration of the Florida Comprehensive Assessment Test (FCAT 2.0).

Because your child is receiving English for Speakers of Other Languages (ESOL) services, he/she is entitled to certain testing accommodations when taking the FCAT 2.0. Your child will be provided with the testing accommodation(s) that are most appropriate for his/her needs.

The following English Language Learners (ELLs) accommodations apply to the FCAT 2.0:

1. Students may be given additional time as necessary to complete the test. However, students must complete each session of the FCAT 2.0 in one school day. Students must not be permitted to continue testing within a session from one day to another.
2. Students may be given access to an English-to-heritage language/heritage language-to-English dictionary. Such a dictionary would be familiar to ELLs because of its regular availability in instructional settings. A dictionary written exclusively in the heritage language or English shall not be provided.
3. Students may be offered the opportunity to be tested in a separate room with the ESOL or heritage language teacher acting as a test administrator.
4. The ESOL or heritage language teacher may answer student questions about the general test directions in their heritage language.
5. For the writing test, the ESOL or heritage language teacher the ESOL may answer specific questions about a word or phrase in a writing assessment prompt that is confusing the student because of limited English proficiency but is prohibited from reading the entire prompt to the student.

If you have any questions about the test or these accommodations, please contact the school.

Sincerely,

MODELO DE CARTA PARA PADRES DE FAMILIA EN CUANTO A LOS AJUSTES PARA LOS ESTUDIANTES CON DOMINIO LIMITADO DEL INGLÉS EN LA FCAT 2.0/EOC

Estimados padres de familia:

El día _____, su hijo/a tomará una prueba de gran importancia. La Prueba de Evaluación Integral de la Florida (FCAT 2.0), por sus siglas en inglés).

Debido a que su hijo/a está recibiendo clases de Inglés para personas cuyo idioma materno es otro (ESOL, English for Speakers of Other Languages, por sus siglas en inglés) califica para ciertos ajustes cuando tome dicha prueba. A sus hijos, se les proporcionarán ajustes adecuados a sus necesidades durante dicha prueba.

Los siguientes ajustes para los estudiantes con dominio limitado del inglés (ELL) aplican a la FCAT 2.0:

1. A los estudiantes ELL, se les pudiera otorgar tiempo adicional para terminar la prueba según sea necesario. Sin embargo, los estudiantes deben terminar cada una de las sesiones de la FCAT 2.0 durante la misma jornada escolar. A los estudiantes no se les permitirá continuar con una sesión de la prueba al día siguiente.
2. A los estudiantes ELL, se les facilitará el acceso a un diccionario bilingüe de inglés a la lengua materna/de la lengua materna al inglés. Dicho diccionario sería familiar a los estudiantes ELL ya que está disponible regularmente en el aula. No se les proporcionará un diccionario escrito exclusivamente en la lengua materna o en inglés.
3. A los estudiantes ELL, se les ofrecerá la oportunidad de que examinen en un aula separada con el maestro de ESOL o el maestro de su lengua materna que estará actuando como administrador de dicha prueba.
4. El maestro de ESOL o de la lengua materna responderá en el idioma materno a las preguntas del estudiante acerca de las instrucciones generales de la prueba.
5. En la prueba de composición, se le prohíbe al maestro de ESOL o de la lengua materna leer al estudiante el tema presentado.

Si tuviesen alguna pregunta sobre esta prueba o dichos ajustes, por favor, comuníquense con la escuela.

Atentamente,

FCAT 2.0 LEP ACCOMMODATIONS SAMPLE PARENT LETTER HAITIAN CREOLE

Chè Paran:

Nan dat _____, pitit ou a pral patisipe nan “Florida Comprehensive Assessment Test (FCAT 2.0)” (Egzamen Evalyasyon Konpreyansif nan Florid).

Akoz pitit ou a ap resevwa sèvis “English for Speakers of Other Languages (ESOL)” (Anglè pou Moun ki Pale Lòt Lang), li gen dwa pou li jwenn kèk akomodasyon le li ap pran FCAT 2.0 la. Yo ap bay pitit ou a akomodasyon ki apwopriye a bezwen li lè l ap pran egzamen FCAT 2.0 la.

Akomodasyon pou “English Language Learners (ELLs)” (Moun ki ap Aprann Anglè) ki anba yo aplike pou FCAT 2.0:

1. Si sa nesesè, yo ka bay elèv yo plis tan pou yo fini egzamen an. Sepandan, elèv yo dwe fini chak sesyon FCAT 2.0 la nan yon jounen lekòl. Yo pa dwe pèmèt elèv yo kòmanse yon sesyon egzamen nan yon jou pou fini l nan yon lòt jou.
2. Yo ka pèmèt elèv yo sèvi ak diksyonè Anglè - lang matènèl e lang matènèl - Anglè. Yon diksyonè konsa ka pi fasil pou ELL yo itilize paske yo òdinèman disponib nan anviwònman enstriksyonèl yo. Yo pa dwe bay elèv yo yon diksyonè ki ekri nan lang matènèl yo oubyen nan lang Anglè sèlman.
3. Yo ka ofri elèv yo opòtinite pou yo pran egzamen an nan yon chanm separe avèk pwofesè ESOL oubyen pwofesè lang matènèl la ki ap sèvi kòm yon administratè egzamen.
4. Pwofesè ESOL oubyen lang matènèl la ka reponn kesyon elèv yo konsènan enstriksyon jeneral sou egzamen an nan lang matènèl yo.
5. Pou egzamen matematik ak syans, pwofesè ESOL oubyen pwofesè lang matènèl la ka reponn kesyon espesifik konsènan yon mo oubyen yon gwoup mo ki ka twouble elèv la akòz limit li nan lang Anglè, men yo entèdi li bay elèv la yon asistans ki ka ede l reponn kesyon matematik ak syans.
6. Pou egzamen lekti a, yo entèdi pwofesè ESOL oubyen lang matènèl la pou li reponn kesyon elèv konsènan pasaj lekti, orijin kesyon yo, oubyen repons altènatif yo.
7. Pou egzamen redaksyon an, pwofesè ESOL oubyen pwofesè lang matènèl la ka reponn kesyon espesifik konsènan yon mo oubyen yon gwoup mo ki nan pasaj yon egzamen redaksyon ki twouble elèv la akòz limit li nan lang Anglè, men yo entèdi pwofesè a pou l li tout tèks la pou elèv la.

Si ou gen nenpòt kesyon konsènan egzamen an oubyen akomodasyon sa yo, silvouple kontakte lekòl la.

Sensèman,

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