

Winter 2017

**Florida Standards Assessments (FSA) and
Next Generation Sunshine State Standards (NGSSS)
End-of-Course (EOC) Test Administrations**

**SCHOOL ASSESSMENT COORDINATOR
TRAINING PACKET**



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

Miami-Dade County Public Schools

Winter 2017
FSA Algebra 1, Geometry; and NGSSS Biology 1, Civics, and US History
End-of-Course (EOC) Assessments
Schedule of Activities

	School Assessment Coordinator	Technology Coordinator
November 6 - 22	<p>View Winter/Winter 2017 FSA and NGSSS EOC and Retake Assessments Screencast Training.</p> <p>Complete the Winter 2017 Screencast Verification Form located at: https://www.surveymonkey.com/r/SRHK6LB</p> <p>Complete training test administrators and proctors.</p> <p>Create accounts and reset passwords for test administrators in TIDE and PearsonAccess (PA) Next (if applicable).</p> <p>Verify student information. Complete scheduling activities and print CBT test tickets.</p>	<p>Ensure computer workstations have been identified that meet minimum specifications. Install visual barriers.</p> <p>For FSA: Download the upgraded Secure Browser 10.0 to student stations and ensure it is running properly.</p> <p>For PearsonAccess (PA) Next: Install TestNav 8 app (optional) and Configure browser settings for the Proctor Cache computer.</p>
November 13-17	Carry out school-wide Infrastructure Trial. (only for schools who did not conduct a Trial in the Fall).	Assist with the school-wide Infrastructure Trial.
November 15-17	Comet Services delivery of Fall/Winter 2017 FSA and NGSSS Test Administration Manuals and CBT work folders. Verify shipment.	-
November 15 and 20	<u>New School Assessment Coordinators (Test Chairpersons):</u> (Optional) Training for CBT FSA, FCAT 2.0, and EOC Assessments at ITS computer lab. Registration is required.	-
November 27 – December 15	<p><u>FSA Algebra 1 and Geometry EOC:</u> In the FSA TA Interface, test administrators will create and start the test session, approve students to test, monitor test sessions, pause students as needed, and stop the test session.</p> <p><u>NGSSS Biology 1, Civics, and US History EOC:</u> In PA Next, school assessment coordinators will manually PREPARE and START test sessions, monitor test sessions, resume students as needed (optional for TA), and stop the test session.</p>	<p>Assist test administrators and school assessment coordinator during testing.</p> <p>For PearsonAccess (PA) Next: Run Proctor Caching during testing.</p>
December 8*	Hand-deliver to TDC <u>FSA and NGSSS EOC “To Be Scored” and “Not To Be Scored”</u> paper-based accommodations (regular print, Large Print, Braille, and One-item-per-page).	-
December 15	<p><u>FSA EOC CBT:</u> Invalidate student results in TIDE, if applicable.</p> <p><u>NGSSS EOC CBT:</u> In (PA) Next, mark tests complete and STOP test sessions. Invalidate student results, if applicable. Delete PDF copies of Student Authorization Tickets and Excel/PDF copies of Session Rosters from computer.</p>	Purge NGSSS EOC test content from Proctor Caching station after testing.
December 18*	Hand-deliver to TDC the District Assessment Coordinator Only Boxes. (Refer to the Friendly Reminders posted on the TDC Documents (linked) site.	-

*On the scheduled return dates, schools must hand-deliver test materials to the Test Distribution Center (TDC), 13135 SW 26 Street, Miami, FL, 33175, by 2:00 pm, EXCEPTION is on Wednesdays, return by 1 pm. Refer to the Friendly Reminders from TDC for details.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Summary of Winter 2017 FSA and NGSSS EOC Test Administration Procedures

Note: This material does not cover every aspect of the Winter 2017 FSA and NGSSS administrations; 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 Winter 2017 FSA Algebra 1 and Geometry EOC and NGSSS Biology 1, Civics, and US History End-of-Course (EOC) assessments will be administered at selected K-8 centers, middle schools, senior high schools, alternative/ESE and adult centers to eligible students during the following testing windows:

Testing Window	Testing Program	Number of Sessions	Session Length
PBT: November 27- December 8	FSA Algebra 1 and Geometry	2*	90*
CBT: November 27- December 15	NGSSS Biology 1, Civics, and US History	1**	160**

*FSA EOC Assessments are comprised of two, 90-minute sessions, over two days. However, students may have up to one-half of a regular school day to complete the test.

**NGSSS EOC Assessments are comprised of one, 160-minute session. Students testing may be dismissed from testing room at the 10-minute break as they complete testing. Any student not finished by the end of the allotted time may continue working; however, testing must be completed within the same school day.

All paper-based (PBT) accommodations (Regular Print, Large Print, Braille, or One-item-per-page) for the FSA and NGSSS EOCs must be completed during the first ten (10) days of the testing window to meet the return deadlines and ensure timely reporting of test results.

Note that all computer-based tests (FSA Algebra 1 and Geometry EOC; and NGSSS Biology 1, Civics, and US History EOC) may be administered in any order, by school, based on the needs of students within a school. One subject does not need to be completed before another begins, and subject tests may be administered concurrently. However, all paper based administrations must be administered the first two weeks to meet the return deadlines and ensure timely reporting of test results. Additionally, testing should begin on the first day of the testing window and testing should be completed within the least number of days possible, but must be completed by the last day of the testing window.

The FSA programs are computer-based tests (CBT), and all eligible students will be participating using the FSA Secure Browser. Please go to

<http://www.fsassessments.org/> for technical specifications and resources for this platform. Note that FSA paper-based administrations will be available for ESE or Section 504 plan students as documented on an IEP or Section 504 plan and accommodated CBT test forms (e.g., text-to-speech and masking) are also available via the FSA Secure Browser for all FSA CBT assessments during this administration. All eligible students who will participate in a computer-based FSA EOC administration for the first time **must** participate in a practice test conducted at the school for the specific test(s) they are scheduled for, to familiarize themselves with the different features of the FSA Secure Browser prior to the administration of the operational test(s). Students are required to participate in a scripted practice test session once for each subject/grade level test.

All students who will use the CBT accommodations of text-to-speech, via the FSA Secure Browser platform, must participate in a CBT practice test session with the text-to-speech accommodation enabled during this administration. Separate accommodated practice test scripts are posted on the FSA portal. Students who have previously participated in a FSA Practice Test for the subject test/grade level they will take are NOT required to participate in a Practice Test session for this administration; however, these students should be encouraged to access the Practice Test and practice on their own.

Please note: All eligible students with paper-based accommodations who will participate in a paper-based (regular print or one-item-per-page) Winter 2017 FSA EOC assessment must participate in a test item practice session conducted at their school unless students previously took the test item practice session for the subject test they are scheduled to take. The practice tests will familiarize teachers and students with the various item types on the assessments. The *Directions for Completing Paper Based Test Item Practice* handouts containing sample items and associated scripts for administering test item practice sessions are posted on the FSA Portal. Schools may choose to use these along with the longer paper-based practice tests but are not required to do so. Students with Braille and Large Print PBT accommodations are required to participate in a paper-based practice test using the appropriate materials; these materials will be ordered by district staff.

The NGSSS Biology 1, Civics, and US History EOC Assessments are computer-based tests (CBT), and all eligible students will be participating using the TestNav8 platform. Please go to www.FLAssessments.com/TestNav8 for technical specifications and resources for this new platform. Note that paper-based administrations will be available for eligible students as documented on an IEP or Section 504 plan and accommodated CBT test forms (e.g., text-to-speech and masking) are also available via TestNav8 for all NGSSS EOC computer-based assessments during this administration.

Additionally, all students eligible for a CBT test must participate in an ePAT CBT practice test session via PearsonAccess (PA) Next for each of the subject tests they will take at their school to familiarize themselves with the different features of the TestNav testing platform prior to the administration of the operational tests. Students who have previously participated in an ePAT test for the subject test they will take are NOT

required to participate in a practice session for this administration; however, these students should be encouraged to access the ePAT test and practice on their own.

STUDENT REGISTRATION

For the Winter 2017 test administrations, currently enrolled students are not required to pre-register to take the test. School staff is responsible for identifying their enrolled students who need to participate in the test administrations, notifying them about the test, and assigning them to testing rooms.

Non-enrolled students, Credit Acceleration Program (CAP), and Adult Education students must preregister in advance, by **November 17 for the FSA and NGSSS EOC administrations** to ensure that they can be accommodated and that sufficient materials and proctors are available.

Pre-registration is critical because it facilitates:

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

The *Miami-Dade County Public Schools FSA, FCAT 2.0, AND EOC ASSESSMENTS Registration Form (FM-7276)*, provided in Attachment A, can be used for student registration. This form may be obtained electronically from Records and Forms Management (<http://forms.dadeschools.net/search.asp>) and may be duplicated as needed. Please note that students are required to show valid picture identification at registration and again at the entrance to testing. Students should be informed of the test format (computer-based administration) at the time of registration, and should be given information regarding the computer-based testing practice tests for FSA and NGSSS assessments.

Please note that non-enrolled students may be permitted to register on a space-available basis. At the time of registration and before scheduling the student to participate in a test session, the student's eligibility for the test must be verified.

ADMISSION OF STUDENTS TO TESTING

Each test administrator must have a list of students who are assigned to test in his/her room for each session. The list must have the student's name and Florida Educational Identification Number (FLEID) 14-digit number. The FLEID number is accessible via File Download Manager and DSIS, PF20 Miscellaneous Information screen. Please note that a student may not have a FLEID issued by the state if new to the public-school system. 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 regarding testing programs. The roles and responsibilities of the principal, school assessment coordinator (test chairperson), technology coordinator, test administrator, and proctor in the implementation of assessment programs are described below.

Principal

The principal is responsible for ensuring that tests are administered in accordance with professional test administration procedures, as outlined in the administration manuals, program guides, and training materials provided by the test publishers, the state, and/or the district, and for ensuring that any violations of test administration and/or security procedures are reported appropriately and in a timely manner. The principal designates a school assessment coordinator and ensures that the school assessment coordinator attends all mandatory district training sessions and follows established procedures. Although the principal may delegate the coordination of specific testing programs to the school assessment coordinator or another designee, the ultimate responsibility for maintaining the integrity of the test administration rests with the principal. The principal must submit a *School Procedural Checklist (FM-6927)* (Attachment B) after testing, 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. Additionally, Attachments D and G in this training packet provide test

administration and security procedures that should be used when training test administrators and proctors. Primary responsibilities for the CBT administrations include: attending and/or viewing district training sessions; planning and implementing test administrations; creating FSA test administrator and AVA test administrator accounts in TIDE; creating test administrator accounts in Pearson to resume tests (optional); training test administrators and proctors; arranging for testing locations; verifying receipt of test materials; verifying and managing student information in TIDE and Pearson; scheduling students into testing groups; organizing, and distributing materials to the test administrators; maintaining the security of test materials in the schools; supervising test administration; scheduling make-up sessions; invalidating tests in TIDE and Pearson; maintaining all required records and documentation; returning test materials on scheduled return dates for scoring; maintaining the confidentiality of student test records; and completing the School Assessment Coordinator Checklist as stated in the test administration manuals and available online.

Technology Coordinator

The technology coordinator is responsible for assisting the school assessment coordinator in the implementation of the computer-based test administration. The FSA Portal accessed at <http://fsassessments.org/technology-resources/> and PA Next accessed at www.FLAssessments.com/TestNav8 provide instructions and information that technology coordinators will need to prepare schools for FSA and NGSSS computer-based testing. The technology coordinator is responsible for reading and becoming familiar with all the information provided in the resources prior to each test administration. Primary responsibilities include: ensuring that all computers meet the minimum system requirements; downloading the FSA Secure Browser to student workstations for FSA test administrations; downloading and installing the proctor cache software on the proctor cache computers and configuring browser settings to cache test content in PA Next for NGSSS tests; assisting test administration staff during the administration sessions with any technical difficulties that may develop; monitoring system usage during the administration; purging test content from the proctor caching computer(s) for the NGSSS tests; and completing the Technology Coordinator Checklist as stated in the test administration manuals and available online.

Test Administrator

The test administrator is responsible for directing and conducting student testing sessions, as specified in the test administration manuals and training packet. Only certificated administrative and instructional employees (e.g., teachers, counselors, media specialists) who have received appropriate training for a specific test may serve as test administrators. Primary responsibilities include: attending required training sessions; creating a password for FSA TA Interface access; creating or resetting the PA Next password (optional to resume students as needed); establishing appropriate conditions in the testing room that include installing visual barriers for computer-based testing, distributing planning sheets, CBT work folders and worksheets (if applicable), and returning student test materials. For FSA CBT tests, creating test sessions,

approving students, pausing students for breaks, monitoring test sessions, and stopping the test session. For NGSSS CBT tests, monitoring and resuming students, if applicable. In addition, accounting for all assigned materials; strictly adhering to test scripts and directions; actively monitoring students during the testing session; following security procedures to ensure a standard administration; and completing the Test Administrator Checklist as stated in the test administration manuals and available online.

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 specific 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 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 has received appropriate training related to procedures for the FSA and NGSSS administrations 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 FSA and NGSSS administrations and the test security procedures may serve as proctors. FDOE has updated the proctor requirements.

For paper-based and computer-based test administrations, the ratio of student per adult is 25 students to 1 test administrator. For a room with 26-50 students, a test

administrator and 1 proctor must be present. For a room with 51-75 students, a test administrator and 2 proctors must be present.

Required Ratio for FSA and NGSSS Administrations

Mode of Administration	Ratio*
Paper-based and Computer-based	1:25

***Adult (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 Standards Assessments (FSA), Florida Next Generation Sunshine State Standards (FCAT 2.0), and EOC Assessments and Security Agreement* (Attachment C) and the *Test Administration and Security Agreement* (test administration manuals).

All test administrators and proctors must be informed of their duties and all applicable security procedures and policies. The *Test Administrators’ Responsibilities: Maintaining Test Security Before, During, and After Test Administration* (Attachment D) is provided for use in training test administrators and proctors in maintaining test security, as well as a screencast that may be accessed at <http://oada.dadeschools.net/Screencasts/TestSecurity/TestSecurity.html> and played as part of the training session.

DISTRICT MONITORING OF FSA and NGSSS ADMINISTRATIONS

To ensure that the FSA and NGSSS EOC Assessments are administered in accordance with the required procedures regarding uniformity and security, district staff will visit randomly selected school sites on test and/or make up dates, as well as during the time period in which materials are stored at the schools.

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

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

GENERATING STUDENT LISTS

For the Winter 2017 test administrations, schools will need to generate a final list of eligible students for each assessment as applicable. File Download Manager (FDM) may be used to identify students that are eligible to participate in the FSA and NGSSS EOC administrations.

Eligible students to test for the Winter 2017 FSA Algebra 1 EOC include the following:

- Students who failed the Algebra 1 EOC and have not yet met the Algebra 1 graduation test requirement (Retakes);
- Students who are new to the district, (private school, out of state/country) and have Algebra 1 course credit, but have not yet met the Algebra 1 graduation test requirement;
- Students who have an NG reported for the Algebra 1 course because they did not receive a valid EOC test score;
- Students who have completed an eligible Algebra 1 course (or completed at least 80% of the course content) through a virtual program (ex., Florida Virtual School); and
- Students in a credit acceleration program (CAP) who wish to take the assessment to earn course credit.

Eligible students to test for the FSA Geometry and NGSSS Biology 1, Civics, and US History EOCs include the following:

- Students who have an NG reported for the EOC course because they did not receive a valid EOC test score;

- Students who have completed an eligible EOC course (or completed at least 80% of the course content) through a virtual program (ex., Florida Virtual School);
- Students who wish to retake an EOC to be eligible for a standard diploma with a scholar designation (does not apply to Civics); and
- Students in a credit acceleration program (CAP) who wish to take the assessment to earn course credit.

PREPARING ANSWER DOCUMENTS AND PRE-IDENTIFIED STUDENT LABELS

School assessment coordinators will view and verify student information online for CBT administrations. Preidentified student information was submitted via PreID files for the FSA and NGSSS EOC assessments. Schools will have pre-identified student information available in TIDE (for FSA Algebra 1 and Geometry EOC) and in PA Next (for NGSSS Biology 1, Civics, and US History EOC) including students that were enrolled at the school as of the following PreID date:

EOC Test	PreID Date
FSA Algebra 1 and Geometry	October 27
NGSSS Biology 1, Civics, and US History	

Please note that there will NOT be PreID labels generated for the Winter FSA and NGSSS EOC administrations. Therefore, school assessment coordinators must print On Demand PreID labels for FSA Algebra 1 and Geometry EOC; and NGSSS Biology 1, Civics, and US History EOC paper-based accommodations. To print FSA On-Demand PreID labels in TIDE see the *TIDE User Guide* on page 53 and refer to the *Florida PearsonAccess Next Online User Guide* page 46 for instructions to print NGSSS PreID labels in PA Next.

SCHEDULING STUDENTS FOR CBT

School assessment coordinators may view and verify student information online (TIDE and/or PA Next) for computer-based (CBT) administrations **no earlier than November 9, 2017** after the PreID file has been successfully uploaded into both platforms. Schools will have pre-identified student information available in TIDE and in PA Next for students that were enrolled at the school as of **October 27th**.

New students enrolled at the school after **the PreID date** will not be included in TIDE or PA Next. School assessment coordinators must add any new students beginning on November 9, 2017, who enroll after the PreID date and are eligible based on the students to be tested requirements for each assessment, as noted in the test administration manuals. For directions on adding students to TIDE and PA Next, refer

to the *TIDE User Guide* pages 42-44, and to the *Florida Online PearsonAccessNext User Guide* page 30-31.

For the FSA EOC computer-based assessments, school assessment coordinators must first verify the information in TIDE against the school generated lists from the student information database (File Download Manager). Beginning in Summer 2017, if the Florida Educational Identification (FLEID) 14-digit number is incorrect in TIDE, the student record must be re-entered with the correct FLEID (see page 44 in *TIDE User Guide*). If any other student information is incorrect (i.e. student name, date of birth, grade level) in TIDE, the student record can be used but must be corrected in TIDE before printing the CBT test tickets. School assessment coordinators will need to generate class lists to provide to the test administrator to capture all required administration information for all FSA tests. A blank, electronic Security Checklist/Administration Record can be used to capture administration information. In addition, school assessment coordinators will need to print the CBT test tickets (FSA tests) (Attachment E) which students use to log into the FSA Secure Browser for computer-based testing. Each test ticket is a secure test document which contains the First Name and Username for students to log into the FSA Secure Browser. **The tickets and rosters are secure documents and must be placed in a secure limited access location.**

On the morning of the FSA computer-based tests, test administrators must create a test session (for the subject test being administered) via the Test Administrator (TA) Interface, and provide the Session ID generated to the students in the classroom. The students will log into the FSA Secure Browser, and enter the First Name and Username exactly as recorded on the test ticket, along with the Session ID. After students log into the FSA Secure Browser, the test administrator will approve students to test in the TA Interface. **Note the test administrator must write the Session ID on the board for students to view and to be able to log back into the test session, as needed. The Session ID must also be recorded on the seating chart.**

For the NGSSS EOC computer-based assessments, school assessment coordinators will verify student PreID information in PA Next. For the NGSSS CBT assessments, the FLEID number must be correct in PA Next. If this information is incorrect, the student record must be deleted and reentered with the correct information, refer to the *Florida PearsonAccess Next Online User Guide* page 31 to delete a student and page 30-31 to add a student in PA Next.

For NGSSS CBT tests, after verifying student information in PA Next, school assessment coordinators can create new test sessions in PA Next based on testing schedules or may keep the original test sessions created by the district PreID file upload. Maintain a list of all test sessions to be able to complete the caching of test content. The technology coordinator must configure browser settings for the Proctor Cache computer to allow the school assessment coordinators to cache test content for all test sessions. School assessment coordinators can use the Advanced Session Roster (list of students assigned to the same test session in PA Next) generated in PA

Next to capture required administration information. In addition, the school assessment coordinators will need to print the Student Authorization Tickets (NGSSS EOC tests) (Attachment E) which students use to log into TestNav for computer-based testing. Each test ticket is a secure test document which contains the TestNav URL, Username and a Password to log into TestNav. **The student authorization tickets and advanced session rosters are secure documents and must be placed in a secure limited access location.**

Prior to beginning the NGSSS computer-based test session each day of testing, the school assessment coordinators must ensure that the test session(s) are marked “prepared” before proctor caching and then “started”. In addition, the Proctor Cache computer must be turned on and running for the scheduled test sessions.

SPECIAL PROGRAM STUDENTS

Students from the Special Programs [Florida Virtual School Program: *Full Time 6-12* (71/0400), Miami-Dade Online Academy K-12 (13/7001), and Florida Home Education Program (13/9998)] will test at their assigned school for the Winter 2017 test administrations, as eligible. A list of students assigned to your school will be sent via email to selected principals and school assessment coordinators.

School assessment coordinators will assign a testing room and distribute CBT work folders, CBT worksheets (optional for Civics and US History EOC), test and answer books (for eligible students with PBT accommodations), and calculators (as applicable) to the registered Special Program students.

Special Program students from the Miami-Dade Online Academy K-12 and Florida Home Education who are eligible for the FSA and NGSSS CBT tests will be added to TIDE or PA Next by District staff. Florida Virtual School Program: Full-Time students eligible for the FSA or NGSSS CBT tests will be set up in TIDE or PA Next by FLVS staff.

For the FSA computer-based tests, District staff will forward the CBT test tickets to the principal and school assessment coordinator at the assigned school. **Note, no other CBT test ticket can be used.** The school assessment coordinator must provide the special program student a test date, location, and time and assign the student to a testing room and provide the test ticket, CBT work folders and worksheets (optional for Civics and US History EOC), as eligible.

The test administrator in the assigned room will log into the TA Interface, create a test session, provide the Session ID to the student, and approve the student to test. To log into the FSA CBT tests, the student opens the FSA Secure Browser, enters the First Name and Username (as it appears on the test ticket), and the Session ID provided by the test administrator (after the test session is created). If a student is logged out during a FSA CBT test session, the student can log back into the session with the same test

ticket and Session ID, and the test administrator must approve the student to test, as applicable.

For the NGSSS computer-based tests, District staff will add the students to a DISTRICT test session in PA Next (**DISTRICT BIO** for the Biology 1 EOC; **DISTRICT CIV** for the Civics EOC; and **DISTRICT HIS** for the US History EOC). From the district-created test sessions, school staff will print the Student Authorization Tickets for eligible students taking a NGSSS EOC CBT.

The student types the URL printed on the test ticket to access the TestNav Sign in screen and enters the Username and Password as noted on the Student Authorization Ticket to log into the test. If a student is logged out during the NGSSS test session, the school assessment coordinator may resume the student to test. However, if a FLVSFT student is logged out of the test, the school assessment coordinator must contact FLVS staff to have the student resumed to continue testing. The FLVS contact information is printed on the Student Authorization Tickets emailed to the school assessment coordinators.

Note that the test tickets are secure documents and must be kept in a locked, limited access location along with all secure test.

REQUESTING ADDITIONAL TEST MATERIALS

Middle, K-8 centers, senior high schools, and alternative education centers will be receiving allocations of materials based on the number of students enrolled at the school as October 27, 2017.

Comet Delivery Service delivered Winter 2017 test materials, including manuals and CBT Work folders for FSA and NGSSS tests to K-8 centers, middle and senior high schools, and alternative education centers the week of August 28th. Adult Centers will pick-up the test materials at the Test Distribution Center (TDC) on **November 16 or 17, 2017** for the FSA and NGSSS assessments. FSA and NGSSS EOC PBT accommodations materials (regular print, large print, braille, and one-item-per-page) for eligible students based on enrollment at your school as of October 27, 2017, will be delivered to K-8 centers, middle and senior high schools, and alternative education centers during the week of November 13th.

Schools will need to plan to receive and securely store these materials. If any additional test administration manuals and non-secure materials (i.e., CBT work folders) are needed, school assessment coordinators can place an order online at the TDC Documents site available at <http://oda.dadeschools.net/TDC/TDC.asp>. Furthermore, if additional PBT accommodations (regular print, large print, braille, or one-item-per-page) materials are needed for new, eligible ESE and 504 Plan entries or placements, not captured in the October 27th PreID file, school assessment coordinators can place an order via the **Employee Portal**, select the **Apps|Services|Sites** tab, click on the

PBT Accommodations application: <http://www.dadeschools.net/employees.asp>. Please allow 3 business days for orders to be processed and for TDC staff to notify school assessment coordinators via email to pick up the materials.

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 FSA and NGSSS secure test materials are received, immediately **verify the counts** and sequence numbers of materials received against the **packing list**. For the FSA and NGSSS paper-based accommodations secure materials, a prepopulated **Security Checklists** available online in TIDE and PA Next (using the school assessment coordinator's unique username and password) can also be used.
- Call **Student Assessment and Educational Testing (SAET) at 305-995-7520** immediately, if there are any irregularities or discrepancies in your shipments. If you need additional non-secure materials, place order online at <http://oada.dadeschools.net/TDC/TDC.asp>.
- Complete the PBT Accommodations form, available on the employee portal, to order additional secure paper-based accommodations for eligible students with an IEP or Section 504 Plan who were not captured in the PreID file: <http://www.dadeschools.net/employees.asp>.
- Maintain the **Test Materials Chain of Custody Form** (found in the test administration manuals and on the FSA portal and PA Next) to track secure paper-based materials at all times when the materials are handled.
- **Shrink-wrapped packages of secure materials may be opened no sooner than three (3) days prior to the administration of each subject test for FSA and NGSSS assessments. NO EARLIER.**
- Only the school assessment coordinator and persons designated by the school site administrator may prepare test materials. All handling, including affixing of labels and hand-gridding, must be done in a limited-access area. Students are **not** permitted to assist in this process or to handle test materials before or after testing.
- All test materials, including CBT work folders, CBT worksheets (optional), and test and answer books must be placed in locked storage immediately and remain there until the test date.
- Secure test materials must be stored in a locked location with strictly limited

access (3 or fewer keys). Strict accounting of the keys to the secure location must be maintained; limited to the principal, assistant principal, and/or school assessment coordinator. No master key should open the storage area.

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

MATERIALS RETURN TO THE TEST DISTRIBUTION CENTER

The “*Friendly Reminders*” provide a quick reference guide for packing and returning your test materials. School assessment coordinators are encouraged to review this document to assist with the process of packing and returning of materials for each administration. For your convenience, the Friendly Reminders for the Winter 2017 FSA and NGSSS assessments will be posted on the Test Distribution Center (TDC) website available at <http://oada.dadeschools.net/TDC/TDC.asp>.

For the Winter 2017 FSA and NGSSS test administrations, **schools are to hand deliver TO BE SCORED and NOT TO BE SCORED** paper-based test materials (including Regular Print, Large Print, One-Item-Per-Page, and Braille accommodations) to TDC by 2 p.m., EXCEPTION is on Wednesdays, return by 1 p.m. on the scheduled return dates. The District Coordinator Only (DAC) Boxes should be securely retained at the school site and returned to TDC by December 18th along with the DAC Boxes from the Fall 2017 administration, refer to Friendly Reminders.

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* (Appendix E of the FSA and Appendix D of the NGSSS CBT Manuals) must be used to capture all required administration information for paper-based and computer-based administrations; and to maintain a list of the number of documents and range of security numbers assigned to each test administrator for every day of testing. Note, the test administrators must sign for receipt of the test materials when issued; the school assessment coordinators must sign for receipt of materials upon their return after testing.
- The *Test Materials Chain of Custody Form* must be maintained to document that **paper-based test materials** are secured and accounted for at all times (Appendix E of the FSA and Appendix D of the NGSSS CBT Manuals).

- The *Test Administration and Security Agreement* must be read and signed by district and school staff certifying that test administration and security procedures will be followed as outlined in the Florida Test Security Statute and Rule (Appendix E of the FSA and Appendix D of the NGSSS CBT Manuals).
- *Test Administrator Prohibited Activities Agreement* affirming that test administrators understand prohibited activities during the test administration and possible consequences of inappropriate behavior (Appendix E of the FSA and Appendix D of the NGSSS CBT Manuals).
- The *Security Log* must be completed during testing by personnel (test administrators, proctors, relief staff, etc.) assigned to monitor a testing room for any length of time (Appendix E of the FSA and Appendix D of the NGSSS CBT Manuals).
- 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 paper-based testing groups for the Winter 2017 FSA; and both paper-based and computer-based NGSSS tests administrations. However, for the FSA computer-based testing groups, the Session ID will serve as the testing group identifier.** Additionally, the use of seating charts or recording of specific seat assignments is **required** for all testing rooms. A sample seating chart is provided as Attachment F.
- *M-DCPS Winter 2017 Accounting for All Secure Documents* 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. It will be posted to <http://oada.dadeschools.net/TDC/TDC.asp> (TDC website).
- After the conclusion of the test administration, the school assessment coordinator and principal must complete the *Miami-Dade County Public Schools School Procedural Checklist* (FM-6927) (Attachment B), certifying that each 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 Winter 2017 Assessments**

FHEP Student Registration

1. Students enrolled in the **Florida Home Education Program (FHEP)** may participate in the Winter 2017 FSA Algebra 1, Geometry EOC; and NGSSS Biology 1, Civics, and US History EOC administrations. For the FSA and NGSSS EOC assessment administrations, parents and guardians of FHEP students must contact the Division of Attendance Services to register students for the assessments. Student Assessment and Educational Testing (SAET) will notify the assigned schools so that preparations can be made for these students.
2. For the FSA and NGSSS EOC assessments, assignment of specific testing date/make-ups is at the school's discretion. **Parents will contact the school assessment coordinator 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. Yolanda Busquet, Home Education**

Scheduling FHEP Students for Computer-Based Testing

4. Eligible registered FHEP students will take the following tests, as applicable:

Tests	Eligible Students	Mode of Administration*
FSA Algebra 1 and Geometry EOC	Enrolled	CBT
NGSSS Biology 1, Civics, and US History EOC	Enrolled	CBT

*Paper-based (PBT); Computer-based (CBT)

5. Students from the FHEP will test at their assigned school for the Winter 2017 administrations. All FHEP students who are eligible for the computer-based testing (CBT) will be set up in TIDE for the FSA assessments and in PA Next for the NGSSS Assessments.
 - a. For the FSA CBT Assessments, the test tickets from TIDE will be emailed to the principal and school assessment coordinator at the assigned school. **No other CBT test tickets can be used.** The school assessment coordinator must assign the student to a testing room and provide the test ticket. The test administrator in the assigned room will log into the TA Interface, create a test session, provide the Session ID to the students, and approve the students to test. The student will log in to test by opening the FSA Secure Browser, entering the First Name and Username (as it appears on the test

ticket), and the Session ID that was provided by the test administrator (after the test session is created). Note, if a student is logged out during testing, the student can log back into the test session with the test ticket and Session ID, and the test administrator must approve the student to test, as applicable. **Note that test tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.**

- i. Test Tickets must be provided to the appropriate FHEP student.
 - ii. Students will use their test ticket with their FIRST NAME and USERNAME and the SESSION ID to log into the FSA Secure Browser from their assigned school.
 - b. For PearsonAccess Next CBT Assessments, the District staff will create and place eligible students in test session called "DISTRICT BIO" for Biology 1, "DISTRICT CIV" for Civics, and "DISTRICT HIS" for the US History, as applicable. From the district-created test sessions, school assessment coordinators will print Student Authorization Tickets for the students and resume students, if needed. **No other Student Authorization Ticket can be used.** They will also be able to PREPARE, START and STOP the district-created test session(s). **Student Authorization tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.**
 - iii. Student Authorization Tickets must be provided to the appropriate FHEP student.
 - iv. Students will use their Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.
6. School assessment coordinators will need to assign a testing room and distribute test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav), CBT work folders, CBT worksheets (Optional for Civics and US History EOC), reference sheets, periodic tables, and calculators, as applicable to registered students taking the computer-based tests.

FHEP Individual Student Reports

7. 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 Virtual Full-Time (FLVS-FT) Program Students
Participating in the Winter 2017 Assessments**

FLVS-FT Program Student Registration

1. Students enrolled in the **Florida Virtual School Program Full-Time (FLVS-FT) (71/0400)** must participate in the Winter 2017 FSA Algebra 1, Geometry and NGSSS Biology 1, Civics, and US History EOC administrations, as applicable. 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 the designated schools so that preparations can be made for these students.

Scheduling FLVS-FT Students for Computer-Based Testing

2. FLVS-FT students will take the following tests, as eligible:

Tests	Eligible Students	Mode of Administration*
FSA Algebra 1 and Geometry EOC	Enrolled	CBT Only
NGSSS Biology 1, Civics, and US History EOC	Enrolled	CBT Only

*Paper-based (PBT); Computer-based (CBT)

3. Students from FLVS-FT will test at their assigned school for the Winter administrations. All FLVS-FT students who are eligible for the computer-based testing will be set up in TIDE for the FSA assessments and in PA Next for the NGSSS Assessments.
 - a. For the FSA CBT Assessments, the test tickets from TIDE will be emailed to the principal and school assessment coordinator at the assigned school. **No other CBT test tickets can be used.** The school assessment coordinator must assign the student to a testing room and provide the test ticket. The test administrator in the assigned room will log into the TA Interface, create a test session, provide the Session ID to the students, and approve the students to test. The student will log in to test by opening the FSA Secure Browser, entering the First Name and Username (as it appears on the test ticket), and the Session ID that was provided by the test administrator (after the test session is created). Note, if a student is logged out during testing, the student can log back into the test session with the test ticket and Session ID, and the test administrator must approve the student to test, as applicable. **Note that the test tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.**
 - i. Test Tickets must be provided to the appropriate FLVS-FT student.
 - ii. Students will use their test ticket with their FIRST NAME and USERNAME and the SESSION ID to log into the FSA Secure Browser from their assigned school.
 - b. For PearsonAccess Next CBT Assessments, FLVS-FT staff will set up students in PA Next. The Student Authorization Tickets for the students will be emailed to

the principal and school assessment coordinator at the assigned schools. **No other Student Authorization Ticket can be used.** Please note, if a FLVS-FT student is disconnected from the TestNav 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.

- i. Student Authorization Tickets must be provided to the appropriate FLVSFT student.
 - ii. Students will use their Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.
4. School assessment coordinators will need to assign a testing room and distribute CBT test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav), CBT work folders, CBT worksheets (optional for Civics and US History EOC), reference sheets, periodic tables, and calculators, as applicable to registered students taking the computer-based tests.

Florida Virtual School Program Individual Student Reports

5. 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 Miami-Dade Online Academy K-12 (M-DOA) Program Students (13/7001)
Participating in the Winter 2017 Assessments**

M-DOA K-12 Program Student Registration

1. Students enrolled in the **Miami-Dade Online Academy K-12 (MDOA) Program must** participate in the Winter 2017 FSA Algebra 1 and Geometry EOC; and NGSSS Biology 1, Civics, and US History EOC administrations. For the FSA and NGSSS 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 M-DOA K-12 Program Students for Computer-Based Testing (CBT)

2. M-DOA students will take the following tests, as eligible:

Tests	Eligible Students	Mode of Administration*
FSA Algebra 1 and Geometry EOC	Enrolled	CBT Only
NGSSS Biology 1, Civics, and US History EOC	Enrolled	CBT Only

*Paper-based (PBT); Computer-based (CBT)

3. Students from the M-DOA will test at their assigned school for the Winter 2017 administrations. All M-DOA students who are eligible for the computer-based testing will be set up in TIDE for the FSA and in PA Next for the NGSSS assessments.
 - a. For the FSA CBT Assessments, the test tickets from TIDE will be emailed to the principal and school assessment coordinator at the assigned school. **No other CBT test tickets can be used.** The school assessment coordinator must assign the student to a testing room and provide the test ticket. The test administrator in the assigned room will log into the TA Interface, create a test session, provide the Session ID to the students, and approve the students to test. The student will log in to test by opening the FSA Secure Browser, entering the First Name and Username (as it appears on the test ticket), and the Session ID that was provided by the test administrator (after the test session is created). Note, if a student is logged out during testing, the student can log back into the test session with the test ticket and Session ID, and the test administrator must approve the student to test, as applicable. **Note that the test tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.**
 - i. Test Tickets must be provided to the appropriate M-DOA student.
 - ii. Students will use their test ticket with their FIRST NAME and USERNAME and the SESSION ID to log into the FSA Secure Browser from their assigned school.
 - b. For PearsonAccess Next CBT Assessments, District staff will create and place eligible students in test session called “DISTRICT BIO” for Biology 1, “DISTRICT

CIV" for Civics, and "DISTRICT HIS" for the US History, as applicable. School assessment coordinators will be able to print Student Authorization Tickets for the students and resume students, if needed. **No other Student Authorization Ticket can be used.** They will also be able to PREPARE, START and STOP the district-created 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.**

- i. Student Authorization Tickets must be provided to the appropriate M-DOA student.
 - ii. Students will use their Student Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav from their assigned school.
4. School assessment coordinators will need to assign a testing room and distribute CBT test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav), CBT work folders, CBT worksheets (optional for Civics and US History EOC), reference sheets, periodic tables, and calculators, as applicable to registered students taking the computer-based tests.

M-DOA K-12 Program Individual Student Reports

5. 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 FSA, FCAT 2.0, AND EOC ASSESSMENTS REGISTRATION FORM

Computer Based Test (CBT) Administrations [Select eligible test(s)]:

FSA* Assessments:

- _____ English/Language Arts (ELA) Retake (Writing and Reading)
- _____ Algebra 1 End-of Course (EOC)
- _____ Geometry EOC

NGSSS** Assessments:

- _____ FCAT 2.0 Reading Retake
- _____ Biology 1 EOC
- _____ Civics EOC
- _____ US History EOC

STEP 1: STUDENT DETAILS

1. Complete all Identification #s known:

FLEID #

F	L																		
---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

FOCUS ID #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

M-DCPS 7 Digit Student ID #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

VACS ID #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Student Last Name (All caps)

3. Student First Name (All caps)

4. Student Middle Initial

5. Adult Center (Test Center Name) _____ Adult Center Location# _____

STEP 2: TEST REGISTRATION DETAILS

1. Administration: ____/____/____ Month/Year

2. Date of Birth: ____/____/____ (MM/DD/YYYY)

3. Ethnicity: Hispanic /Spanish Origin (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race (check one) : ____ Yes ____ No

4. Race: (check Yes or No for each option)

____ Yes ____ No American Indian/Alaskan Native ____ Yes ____ No Native Hawaiian / Pacific Islander ____ Yes ____ No White
____ Yes ____ No Asian ____ Yes ____ No Black or African American

5. Gender: ____ Male ____ Female

6. Grade: (check one) ____10 ____11 ____12 ____30 (ADULT) Other grade: ____

7. Are you an ACTIVE ADULT student? (Required) ____ YES or ____ NO

8. Are you a first time test taker? ____ Yes ____ No

9. Student Enrollment Status: Select status below for the EOC assessment(s) registration ONLY, as applicable. List the subject(s) of the EOC assessment(s), if the student is registering for more than one EOC.

- ____ Student is currently enrolled in an EOC eligible course. EOC Subject(s): _____
- ____ Student was previously enrolled in an EOC eligible course. EOC Subject(s): _____
- ____ Student has never been enrolled in an EOC eligible course. EOC Subject(s): _____

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

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

Check one: ____ Florida Driver's License Number ____ Photo attached to this form ____ Other (specify) _____

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

(_____) _____ - _____
Student Phone Number _____ Student Email Address _____

* FSA EOC and ELA Retake CBT Practice Tests are available at www.FSAssessments.org.

** NGSSS EOC and FCAT 2.0 Reading Retake CBT [ePATs \(Practice Tests\) \(linked\)](#)

ATTACHMENT B

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

WINTER 2017 FSA AND NGSSS EOC TESTING PROGRAM

Documentation that the **WINTER 2017 FSA AND NGSSS EOC** at each school was supervised by the principal in accordance with the guidelines and procedures established by Miami-Dade County Public School district is required. This form must be completed by the school principal and the School Assessment Coordinator; include the original completed form in the District Assessment Coordinator Only box and retain a copy at the school for one year following administration. If any item was marked "No", a written report of any exceptions to the procedures below must be attached to this checklist when submitted.

We certify that, to our knowledge, all guidelines and procedures outlined in the **FALL/WINTER 2017 FSA AND NGSSS EOC** Program Guide / Test Administration Manual for computer-based and / or paper-based administrations have been strictly adhered to at this school, and that each of the following specific processes have taken place as prescribed; as noted below:

Yes	No	
___	___	All <u>WINTER 2017 FSA AND NGSSS EOC</u> 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 <u>WINTER 2017 FSA AND NGSSS EOC</u> materials to conduct testing.
___	___	Prior to the test administration, all staff involved in the <u>WINTER 2017 FSA AND NGSSS EOC</u> 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 <u>WINTER 2017 FSA AND NGSSS EOC</u> 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 <u>FALL/WINTER 2017 FSA AND NGSSS EOC</u> manual. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing.
___	___	Following computer-based testing, all content was purged from the Proctor Caching computer(s) according to the guidelines in the <u>FALL/WINTER 2017 NGSSS EOC</u> 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 <u>or</u> delivery to the Test Distribution Center, per the program guidelines.

Principal's Signature

Date

School Assessment Coordinator's Signature

Date

School Name

School Number

FM-6927 (08-11)

ATTACHMENT C

VOLUNTEER RESPONSIBILITIES WHILE ASSISTING WITH THE FLORIDA STANDARDS ASSESSMENTS (FSA) AND NEXT GENERATION SUNSHINE STATE STANDARDS (NGSSS) ASSESSMENTS

SECURITY AGREEMENT

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

- Do not give examinees access to test questions prior to testing;
- Do not copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test book;
- Do not read, look at, or review any test content (passages, test items, mathematics problems, etc.);
- Do not coach examinees during testing or alter or interfere with examinees' responses in any way;
- Follow all procedures specified in the test administration manuals; and
- Do not participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this statute.

Any person who violates this section is guilty of a misdemeanor of the first degree, punishable by a fine of not more than \$1,000 or imprisonment not to exceed 1 year.

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

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

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

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

I have read the information contained in this form and agree to abide by the provisions involving test security for the FSA and NGSSS Assessments.

Volunteer's Signature

Date

Volunteer's Name Printed

Principal (or Designee's) Signature

School Number/School Name

FM-3956 (08-17)

ATTACHMENT D

TEST ADMINISTRATORS' RESPONSIBILITIES MAINTAINING TEST SECURITY BEFORE, DURING, AND AFTER TESTING

This material does not cover every aspect of the test administrations. Rather, it highlights procedures to be followed to maintain test security during a testing session. Persons serving as test administrators or proctors **must** attend a training session conducted at their school site and must review the appropriate 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 the test manual containing the security procedures, the administration directions, and the script to be read to students. Test administrators **must use the following manuals/guides as appropriate to administer the test(s):**

FSA:

- Fall/Winter 2017 FSA ELA Retake and EOC Test Administration Manual
 - Includes FSA CBT scripts and instructions for administering the Winter 2017 FSA EOC assessments.
 - Scripts and instructions for administering accommodated CBT forms (i.e., masking, text-to-speech) and PBT accommodations (regular print, large print, one-item-per-page, braille) are available on the FSA Portal, **FSA Resources, Scripts** tab.
- 2017-2018 FSA Accommodations Guide, available on the FSA Portal, Select **FSA Resources, Accommodations** tab.
- FSA Test Administrator User Guide, Practice Tests User Guide, and AVA User Guide available on the FSA Portal, *FSA Resources, User Guides and Manuals* tab.

NGSSS:

- Fall/Winter 2017 NGSSS EOC and Reading Retake Test Administration Manual
- All NGSSS scripts (CBT and Accommodated (PBT and CBT)) are available on Avocet website at <http://avocet.pearson.com/FL/Home>, click on the "S" for Scripts.
- PearsonAccess Next User Guide is posted on Avocet a <http://avocet.pearson.com/FL/Home>

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

3. For paper-based and computer-based administrations, there **must** be one adult (test administrator) for every 25 students (1:25).
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 seals removed 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. For CBT, the seating chart should also indicate laptop/mobile device assignments, if applicable.
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 or pens 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. 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 and computer-based testing, the test administrator will ensure that students read and sign below the *Testing Rules Acknowledgement* prior to testing, as directed to do so on the script.
13. For paper-based testing, the test administrator and/or proctor **will** assign a 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 test and answer books, CBT work folders, CBT worksheets (optional for Civics and US History EOC), CBT test tickets, approved calculators, reference sheets, and periodic tables must be handed to and collected from each student individually. **No test materials may be handed out in groups or passed along from student to student.**
16. All testing materials should be secured immediately, out of reach of students. **Do not leave** testing materials (as applicable), including test and answer books, CBT work folders, CBT worksheets (optional for Civics and US History EOC), CBT test tickets, approved calculators, reference sheets, and periodic tables 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 each respective assessment as it is presented in the appropriate test administration manual.
18. For the FSA computer-based tests, test group codes will not be necessary. Instead, a Session ID will be generated when the test session is created by the test administrator in the Test Administrator Interface, accessible from the FSA Portal. The Session ID is unique and will identify the group of students testing together for a specific subject test and session. However, test group codes are required for all other paper and computer based test administrations, including NGSSS Biology 1, Civics, and US History EOC (CBT and PBT); and for FSA Algebra 1 and Geometry EOC (PBT).

Security measures implemented for computer-based testing parallel those for paper-based administration. Test Administrators and/or proctors must actively monitor the testing room.

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 CBT test tickets.
21. CBT test tickets are secure test documents, and must be kept in locked, limited access location.
22. During test sessions, unused CBT test 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/approved to continue testing.
24. If test administrators are given access to approve test sessions and/or resume students, an additional proctor should be assigned to the testing room.
25. If a student must be excused for a short break, **it is permissible to turn off the monitor** so that the screen cannot be viewed, rather than exiting or pausing the test session.
26. Remember, all statewide assessments are secure tests. Neither test administrators nor proctors may read the items in the test booklets or on the computer screen 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 session of an assessment 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 TestNav or FSA Secure Browser 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) which can be an electronic translation dictionary that is a standalone device without the ability to access the Internet, per the guidelines set forth in Appendix A of the test administration manuals. Proctors should check paper dictionaries 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 or Section 504 Plan. 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 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 must be invalidated. (Exception: Electronic dictionaries without access to Internet for ESOL students levels 1-4).
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 logout of TestNav or Pause the test in the FSA Secure Browser,

but the student must be resumed or approved to continue testing once he/she returns. Students **MUST NOT** submit their responses for a break.

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. In addition, a new Session ID to log into the CBT FSA Secure Browser or a new test group code would have to be assigned.

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 and date of birth appear on the test-and-answer booklet and that the correct booklet security number has been recorded for that student. The student name must be identical to the one on his/her FLEID. At this time, the test administrator **must** verify that **the student** has completed the student name, date of birth (DOB) (can be recorded by the school assessment coordinator or the student), school name or number, district name or number, "Today's Date", and test group code as specified in the test script, and that the "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 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 individually collect any testing materials (as applicable), including test and answer books, CBT work folders, CBT worksheets (optional for Civics and US History EOC), CBT test tickets, approved calculators, reference sheets, and periodic tables.
44. Make sure that each computer displays the desktop. Assist any student 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 testing materials (as applicable), including test and answer books, CBT work folders, CBT worksheets (optional for Civics and US History EOC), CBT test tickets, approved 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 (as applicable), including test and answer books, CBT work folders, CBT worksheets (optional for Civics and US History EOC), CBT test tickets, approved calculators, reference sheets, and periodic tables 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 Advanced 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 accommodations provided and accommodations used are recorded on the **Administration Record/Security Checklist or Advanced Session Roster for both paper and computer-based administrations**.
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 for paper-based tests.
50. All test materials must be returned to secure storage immediately after the conclusion of testing. Students **must not** assist school staff in carrying or transporting testing materials to and from the test room.

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

ATTACHMENT E

FSA Student Ticket (FSA CBT)

Fall 2017	
DEMO DIST 99 (99)	
DEMO SCHOOL 9008 (99-9008)	
LASTNAME: Demo	USERNAME: 4UVDQ
FIRSTNAME: Student1	GRADE: 10
DOB: 05/25/2001	ID: FL012345678912

TestNav Student Authorization Ticket (NGSSS CBT)

STUDENT AUTHORIZATION TICKET	
Student Name:	TEST, MORE A
Student ID:	FL123456789012
Session:	TEST SESSION
DOB:	01/01/2001
Test:	Biology 1
You are authorized to take the computer-based version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.	
Select Florida in the application or go to http://fl.testnav.com	
Username: 6220006554	Password: 91894a
Student Signature: _____	

ATTACHMENT F Sample Seating Chart

School Name _____ School Location _____ Grade Level/Subject _____

Teacher _____ Proctor _____ Room Name/Number _____ Date _____

Test Group Code or Session ID _____ Start Time _____ Stop Time _____

Test Session Name (CBT only) _____

BACK OF THE ROOM*

FRONT OF THE ROOM*

*Indicate direction students are facing.

Note: If testing on laptops, record workstations students are using so that student responses can be recovered, if necessary.

ATTACHMENT G

(Document accessible at <http://www.flrules.org/Gateway/reference.asp?No=Ref-06180>)

Training Requirements for Administering and Proctoring the Statewide Assessments, 2015

In accordance with s. 1008.24(3)(b), F.S., district employees shall successfully complete the following training requirements prior to administering or proctoring the statewide assessments required under s. 1008.22, F.S. Training requirements must be met for each assessment administration within a school year.

District Assessment Coordinators shall be responsible for ensuring that the training requirements for coordinating, administering, and proctoring statewide assessments are completed in their district.

School Assessment Coordinators shall be responsible for ensuring that the training requirements for administering and proctoring statewide assessments are completed in their school, as required.

Test Administrators are responsible for administering statewide assessments to students. Test Administrator training must cover the following responsibilities, policies, and topics:

- Reading the test administration security policies and procedures, test administrator responsibilities, and administration scripts for the assessments they will administer, including, if applicable, accommodations portions of the test administration manuals;
- Reading the test security statute (s. 1008.24, F.S.) and Rule 6A-10.042, F.A.C.;
- Daily test administration schedules and the amount of time allocated for each test session they will administer;
- The following responsibilities and requirements, as applicable for the assessments they will administer:
- Retrieving secure and non-secure test materials from School Assessment Coordinators immediately prior to testing;
 - Distributing secure and non-secure test materials to students, as directed in test administration scripts;
 - Collecting secure and non-secure test materials from students immediately after testing;
 - Providing and collecting required and allowable ancillary materials for students by subject test and test session (e.g., calculators, work folders);
 - Returning secure and non-secure test materials to School Assessment Coordinators immediately after testing each day;
 - Following all instructions in the test administration scripts;
 - Reading test administration scripts VERBATIM to students immediately prior to beginning the test session;
 - Ensuring that students do not have electronic devices or access to unauthorized aids, including visual aids posted in classrooms, prior to or during testing;
 - Creating, managing, and closing test sessions in the Test Delivery System for computer-based assessments;
 - Monitoring the testing room at all times during testing;

Rule 6A-10.042

- Protocols that must be followed during breaks in testing or individual student restroom breaks;
- Providing the correct amount of time for each test session;
- Maintaining required documentation, including administration information, seating charts, and security logs;
- Contacting the School Assessment Coordinator in case of an emergency or one of the following situations:
 - A student has not participated in a required practice test session;
 - A computer-based testing student has technical difficulties;
 - A student refuses to acknowledge the testing rules;
 - A student is unable (e.g., too ill) to start or finish the test; or
 - A disruption occurs (e.g., a technical disruption, power outage, disruptive behavior).
- Providing accommodations correctly to students with disabilities in accordance with Rule 6A-19.001 and Rule 6A-1.0943, F.A.C., as well as each student's Individual Education Plan or Section 504 Plan, for individuals administering assessments to students with disabilities;
- Providing accommodations correctly to English Language Learners in accordance with Rule 6A-6.09091, F.A.C., for individuals administering assessments to English Language Learners; and
- Reporting testing irregularities or missing materials to the School Assessment Coordinator.

Proctors assist Test Administrators by monitoring the testing room during testing. Proctors are permitted to perform other duties to assist the test administrator, such as distributing non-secure materials (e.g., pencils, planning sheets) and contacting school staff during testing, but they may not handle secure test materials or administer assessments or accommodations to students. Proctor training must cover the following topics:

- Reading the test administration security policies and procedures portion of the test administration manuals for assessments they will proctor;
- Monitoring the testing room at all times during testing;
- Distributing and collecting non-secure test materials;
- Allowable accommodations that will be provided to students in the testing room, if applicable;
- Distributing and collecting non-secure test materials;
- Contacting school staff in case of an emergency, disruption, or technical difficulty; and
- Reporting testing irregularities or test administrator misconduct to the School Assessment Coordinator.

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

Ms. Darma Rodriguez,
Curriculum Support Specialist
darमारodriguez@dadeschools.net

INFORMATION TECHNOLOGY SERVICES (ITS)

Infrastructure and System Support:

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

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

ITS Technical Support Hotline: 305-995-3377

Email: TestTechSupport@dadeschools.net

FSA Help Desk:
fsahelpdesk@air.org
866-815-7246

Pearson Technical Support:
Florida@support.pearson.com
877-847-3043