



**Florida Standards  
Alternate Assessment**  
— PERFORMANCE TASK —

**Procedural Manual**

**Spring 2019**

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# Introduction

The Individuals with Disabilities Education Act (IDEA) requires that students with disabilities be included in each state’s system of accountability and have access to the general curriculum. The Every Student Succeeds Act (ESSA), which replaces the No Child Left Behind Act (NCLB), also speaks to the inclusion of all children in a state’s accountability system by requiring states to report student achievement for all students as well as for specific groups of students (e.g., students with disabilities, students for whom English is a second language) on a disaggregated basis. These federal laws reflect an ongoing concern about equity. All students should be academically challenged and taught to high standards. The involvement of all students in the educational accountability system provides a means of measuring progress toward that goal.

To provide an option for participation of all students in the state’s accountability system, including those for whom participation in the general statewide assessment is not appropriate, even with accommodations, Florida developed the Florida Standards Alternate Assessment (FSAA) program. Designed specifically for students with significant cognitive disabilities, Florida’s performance-based alternate assessment is aligned with the *Florida Standards Access Points* (FS-AP) for English Language Arts (ELA) and Mathematics and on the *Next Generation Sunshine State Standards Access Points* (NGSSS-AP) for Science and Social Studies.

Access Points represent the essence of the Florida Standards and Next Generation Sunshine State Standards with reduced levels of complexity found within a test item set: Task 1, Task 2, and Task 3, with the Task 1 Level being the least complex. The FSAA—Performance Task was developed to allow students an opportunity to progress through all three levels of complexity per item. This tiered process provides students the opportunity to work to their potential for each item set in each content area. This is critical as educators seek to provide access to the general education curriculum and foster higher expectations for the wide diversity of students with significant cognitive disabilities. It is expected that only students with the most significant cognitive disabilities who are eligible under IDEA will participate in the FSAA—Performance Task.

## **About This Manual**

The purpose of this manual is to provide a reference for districts and schools on specific procedures and security measures to be implemented during the FSAA—Performance Task administration. Although each district can determine best practices in terms of roles and responsibilities, the Florida Department of Education (FDOE) provides the following recommendations:

District Assessment Coordinator – manage the district’s process of distribution and collection of test materials, including training of school assessment coordinators regarding test security and procedures, and implementing security measures.

Alternate Assessment Coordinator – responsible for training test administrators to assess students.

School Assessment Coordinators – manage the process of distribution and collection of test materials and enforce security measures at the school.

Please note that the term, “district coordinator,” is used throughout this manual to mean either District Assessment Coordinator or Alternate Assessment Coordinator.

# Reminders for the 2019 FSAA— Performance Task

## Key Points

1. Test materials for grades 3-8 and access Civics End of Course (EOC) assessments are scheduled to arrive between **Friday, February 15, 2019** and **Thursday, February 21, 2019**. Once materials have been inventoried at the district, they can be distributed to schools for testing. For grades 3-8 and Civics, the student testing window for 2019 will run from **Monday, February 25, 2019** through **Friday, April 12, 2019**.
2. For access ELA 1 and 2 and other access EOC assessments (Algebra 1, Geometry, Biology 1, and U.S. History), there will be two test materials delivery windows to accommodate different district spring break schedules. Refer to page 29 to determine your district's delivery window. The first delivery window will run from **Monday, March 11, 2019** through **Friday, March 15, 2019**. The second window is between **Monday, March 18, 2019** and **Friday, March 22, 2019**. Once materials have been inventoried at the district, they can be distributed to schools for testing. The testing window will run from the date of receipt of materials through **Friday, April 26, 2019**.
3. Assessments for grades 3-8 and ELA 1 will consist of three form types: A, B, and C. ELA 2 and Access EOC assessments including Civics, Algebra 1, Geometry, Biology 1 and U.S. History will consist of two form types: A and B.
4. All forms of the assessment contain 19 items per content area. Writing will be assessed in grades 4-8 and ELA 1 and 2. Writing Prompt 1 and Writing Prompt 2 will be common across all forms.
5. Administration materials are also available online at <http://www.fl-alt.com/materials>.
6. NOT TO BE SCORED test materials (test booklets, response booklets, passage booklets, cards and strips) will be processed by Piedra Data Services. All NOT TO BE SCORED materials (grades 3-8, ELA 1 & 2, and EOC assessments) must be returned together as a single shipment to Piedra Data Services no later than **Friday, May 10, 2019** (shipped on or before Thursday, May 9, 2019). Read the *District Coordinator Responsibilities After Testing* instructions on pages 32-36 carefully for more detailed information regarding the return of NOT TO BE SCORED materials.
7. The security of all test materials must be maintained before, during, and after test administration. Please read the *Test Security Policies and Procedures* on pages 5-10 carefully to ensure that you are following the correct procedures. District coordinators must require that principals, school assessment coordinators, and test administrators sign the *FSAA—Performance Task Test Administration and Security Agreement*, provided in Appendix B.

# Test Administration Policies and Procedures

## Test Document Configuration

A document listing all of the test materials for each grade level or content area and EOC assessment of the Spring 2019 FSAA—Performance Task will be posted online in December 2018 at <http://www.fl-alt.com/materials>.



# Test Security Policies and Procedures

## Florida Test Security Statute and Rule

Florida State Board of Education Test Security Rule 6A-10.042, FAC, was developed to meet the requirements of the Florida Test Security Statute, Section 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The rule prohibits activities that may threaten the integrity of the test. Read and familiarize yourself with the Florida Test Security Statute and State Board of Education Test Security Rule in Appendix A. **Please remember that inappropriate actions by school or district personnel can result in student assessment invalidations, loss of teaching certifications, and/or involvement of law enforcement.**

Examples of prohibited activities are listed below:

- Revealing the passages, test items, or performance tasks prior to testing
- Copying the passages, test items, or performance tasks
- Interpreting test items or passages for students
- Changing or otherwise interfering with student responses to test items
- Causing achievement of schools to be inaccurately measured or reported

The security of all test materials must be maintained before, during, and after test administration. Under no circumstances are students permitted to handle secure materials before or after testing.

Please remember that after ANY administration, materials must be returned immediately to the school assessment coordinator and placed in locked storage. The *Test Materials Chain of Custody Form* (located in Appendix B) must be maintained at all times. **No more than 3 persons should have access to the locked storage area.** Test booklets and auxiliary materials should never be left unsecured. Secure materials may not remain in classrooms or be taken off the school's campus overnight except in the case of teachers assessing hospital/homebound students. Materials must be tracked by using the security numbers described later in this section. **Secure documents should never be destroyed (e.g., shredded, thrown in trash, etc.), except for soiled documents, as described on page 8.**

District and alternate assessment coordinators must ensure that all school administrators, school assessment coordinators, test administrators, technology coordinators, paraprofessionals, and any other person who assists with the assessment, receive adequate training prior to test administration. All personnel involved in test administration must sign and return the *FSAA—Performance Task Test Administration and Security Agreement* (provided in Appendix B) stating that they have read and agree to abide by all test administration and test security policies and procedures.

Test administrators must sign the *Test Administrator Prohibited Activities Agreement*, located in Appendix B. Remember that ALL test administrators must be certified educators. Non-certified school personnel must NOT be allowed to serve as test administrators.

Test administrators must NOT administer the tests to their family members. Students related to their assigned test administrator should be reassigned to an alternate test administrator. In addition, under no circumstances may a student's parent/guardian be present in that student's testing room.

Please remember that inappropriate actions by school or district personnel can result in score invalidations.

Districts must ensure that students be assessed only ONCE during this administration. In the event a student is assessed more than once and it cannot be determined which test was taken first, both scores will be invalidated.

### **Missing Materials**

School assessment coordinators must verify that all secure materials identified on the packing list are received and should report any mispackaged materials or any missing secure documents to their district coordinator immediately. The *Test Materials Chain of Custody Form* must be maintained at all times. The FDOE maintains a record of the quantity of secure materials and the unique security number of each secure document sent to and returned by all schools. Individuals responsible for handling secure FSAA—Performance Task materials are accountable for the secure documents assigned to them. Test administrators should report any missing secure materials to the school assessment coordinator immediately.

Schools must investigate any report of missing materials. If, after a thorough investigation, a secure document is not found, the school assessment coordinator must contact the district assessment coordinator. If guidance is required, the district assessment coordinator should call the Bureau of K-12 Student Assessment at (850) 245-0972 immediately to discuss an appropriate plan of action. This action may include the involvement of local law enforcement personnel.

The district coordinator must send a written report of the incident to the Bureau of K-12 Student Assessment at the FDOE within 30 calendar days after secure materials have been identified as missing. A form designed to report missing materials can be found online at <http://www.fl-alt.com/materials>. Complete the *Missing Materials Report* and e-mail or fax to the FDOE Bureau of K-12 Student Assessment and Piedra Data Services as indicated on the form. **Remember that secure student information (e.g., Social Security Number) must not be communicated via e-mail.**

### **Breaches of Administration**

Test administrators should report possible breaches of test security (e.g., secure test content that has been photographed, copied, or otherwise recorded) to the school assessment coordinator immediately. If a security breach is identified, the school assessment coordinator must contact the district coordinator. The district coordinator must then call Angela Nathaniel at the FDOE at (850) 245-0972 to discuss a plan of action. This action may include the involvement of local law enforcement personnel.

The district coordinator must send a written report of the incident to the Bureau of K-12 Student Assessment at the FDOE within 10 calendar days after the security breach was identified. A form designed to report security breaches can be found online at <http://www.fl-alt.com/materials>. Complete the *Breach of Administration Report* and e-mail or fax to the FDOE Bureau of K-12 Student Assessment as indicated on the form. **Remember that secure student information must not be communicated via e-mail.**

## **Security Numbers**

All regular print test booklets, response booklets, passage booklets, and accommodated test materials (i.e., braille, tactile graphics, one-sided) are secure documents and must be protected from loss, theft, and reproduction in any medium. A unique identification number and corresponding barcode are printed on the front cover of all regular print secure documents, and is used to account for each secure document. See page 9 for samples of secure documents, showing the location of each security number.

Security numbers consist of a five-digit code. These five digits are located under the barcode on the right-hand side. In the sample below, the security number is 00001.



The packing list included in each box will indicate the security number ranges of test booklets, response booklets, and passage booklets assigned to each school. **Written documentation of the booklet type, grade/content area, and security number ranges must be maintained at all times when secure materials are distributed and returned. Please note that test booklet and auxiliary material security numbers will not necessarily match. Security numbers for these test materials must be tracked independently. The *Booklet Security Checklist* has been provided for recording test booklet and response/passage booklet security numbers.**

A sample *Booklet Security Checklist* is provided on page 10. Since test materials may need to be checked out several times, security numbers for test materials have not been printed on the checklist. The school assessment coordinator must use the checklist to record security numbers of materials assigned to each student, and received and returned by each test administrator. Both the test administrator and the school assessment coordinator must sign next to each assigned document. The security number(s) of the document(s) received and returned by each test administrator must be recorded and verified at the completion of each day of testing.

The *Booklet Security Checklist* includes columns for recording the following information: student name, form type, grade level/content area, test booklet security number, auxiliary kit security number and checkboxes for each type of auxiliary booklet assigned, signature and date of test administrator receiving materials, and school coordinator signature and date upon return of materials. All applicable columns must be completed.

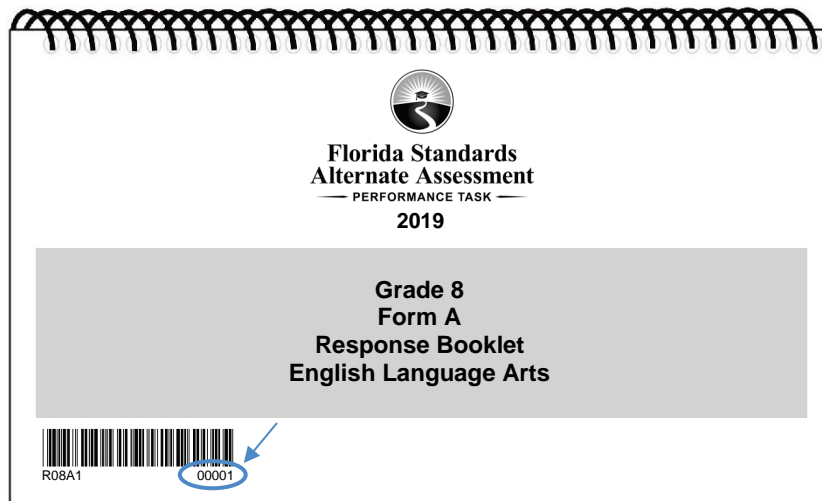
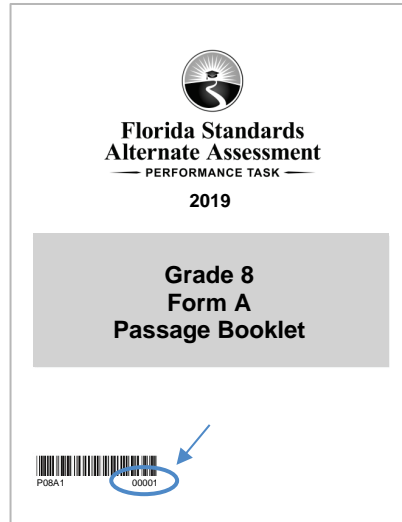
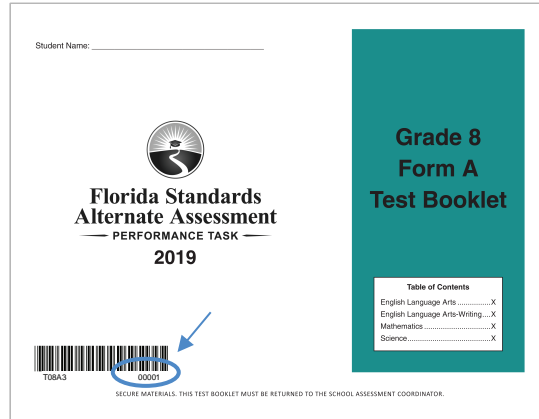
If secure materials are distributed from district overage, the school assessment coordinator should add the security numbers of those materials to the *Booklet Security Checklist* along with the names of the students to whom the materials are assigned.

### **Soiled Documents**

If test materials are soiled (e.g., with blood or vomit), the district coordinator should document the booklet type, grade/content area, and 10-character barcode ID using a *Soiled Materials Report*, which can be found online at <http://www.fl-alt.com/materials>. E-mail or fax a copy of the *Soiled Materials Report* to both the FDOE Bureau of K-12 Student Assessment and Piedra Data Services as indicated on the form. Once a report has been submitted, soiled auxiliary materials should be destroyed and replaced with a new set for the same grade level or content area and form version (A–C).

## Location of Security Number – Test Booklet, Response Booklet, and Passage Booklet

A unique security number can be found at the bottom, left-hand corner of each booklet's cover. The security number is the 5-digit code on the right-hand side of the barcode.





# Test Invalidation Policies and Procedures

## **Defective Test Materials**

Test materials that are defective should be replaced. Examples of defective materials might include printing errors, or ripped, torn, or crumpled booklets. If defective materials are identified before or during testing, use replacement materials as noted below.

### **Test Booklets**

If a test booklet is defective, use a new/unused replacement test booklet of the same grade level or content area and form version (A-C for grades 3-8 or ELA 1; A-B for ELA 2 or Access EOC assessments). If a replacement test booklet is not available from the school's original test materials shipment, the school must contact their district coordinator to request a replacement test booklet. Return the defective booklet with NOT TO BE SCORED materials.

### **Auxiliary Materials**

If a defective set of auxiliary materials is identified, schools may either use auxiliary materials from another set for the same grade level or content area and form version (A-C for grades 3-8 or ELA 1; A-B for ELA 2 or Access EOC assessments), or must request a new set from their district coordinator. Return the defective auxiliary materials with NOT TO BE SCORED materials.

# Test Administrator Responsibilities Before Testing

Please refer to the *FSAA—Performance Task Administration Manual* for detailed instructions on test administration.

Remember, you must complete the following prior to testing:

Read, sign, and return a *Test Administration and Security Agreement* verifying that you have read the appropriate sections of the *FSAA—Performance Task Administration Manual*, are familiar with the test security policies, and have received adequate training; and

Read, sign, and return a *Test Administrator Prohibited Activities Agreement*.

Failure to sign the agreements and comply with the policies and procedures as indicated may result in student test invalidation and/or loss of teaching certification.

## **Receive Test Materials**

The school assessment coordinator will provide the test materials needed to administer the FSAA—Performance Task. Secure materials should be signed out using the *Booklet Security Checklist* prior to each administration. You should verify that you have all necessary materials. The test document configuration for each grade level and content area can be found online at <http://www.fl-alt.com/materials> (available in December 2018).

## **Teacher-Gathered Materials**

Teachers will sometimes need to provide materials, such as rulers, calculators, or generic counters, in order for a student to answer a question. Any teacher-gathered materials required for a task will be listed below the heading “Teacher-gathered” in the Materials column of the Test Booklet, as well as on the first page of the content area. These materials are also identified in an administration support document titled “List of Cards and/or Strips and Teacher-Gathered Materials.” This document will be provided by Friday, January 11<sup>th</sup>.



# Test Administrator Responsibilities During Testing

## **Maintain Test Security**

Test administrators must maintain test security at all times, and report violations or concerns to the school assessment coordinator immediately. Adhere to the *Test Security Policies and Procedures* on pages 5-10 and the Florida Test Security Statute and Rule in Appendix A, and abide by the *Test Administration and Security Agreement* and the *Test Administrator Prohibited Activities Agreement* signed prior to testing.

## **Recording Student Responses**

Student responses must be recorded in the Test Booklet while administering the assessment. After testing, responses will be entered into an online system for electronic scoring. An online user's guide and training module will be available in February 2019.

# Test Administrator Responsibilities After Testing

## Entering Responses into the FSAA Online System

Teachers will record student responses into the print-based test booklet. The test booklet serves as print-based evidence that can be used as a reference tool to double check, review, and reflect upon student responses. Responses are then entered into the FSAA Online System at a later time.

FSAA Online System training resources (modules and tutorials) will be available to Alternate Assessment Coordinators in February 2019. Training resources geared toward Florida educators will be available in early February of 2019, and will be posted to the FSAA Portal: <http://fsaa-training.onlinehelp.measuredprogress.org/performance-task-teacher-resources/>. All training modules will remain open until Friday, April 26, 2019.

Failure to follow instructions may result in all or part of the assessment being invalidated. Contact the Measured Progress FSAA Service Center with questions related to the FSAA Online System.

**Standard Hours:** Monday–Friday from 8:00 a.m. to 5:00 p.m. (EST)

**Extended Hours:** Monday, February 11–Friday, May 3, 2019  
7:00 a.m. to 8:30 p.m. (EST) Monday–Friday

**Phone:** (866) 239–2149

**E-mail:** [FSAAServiceCenter@measuredprogress.org](mailto:FSAAServiceCenter@measuredprogress.org)

**Fax:** (866) 283–2197

## Return Materials to School Assessment Coordinator

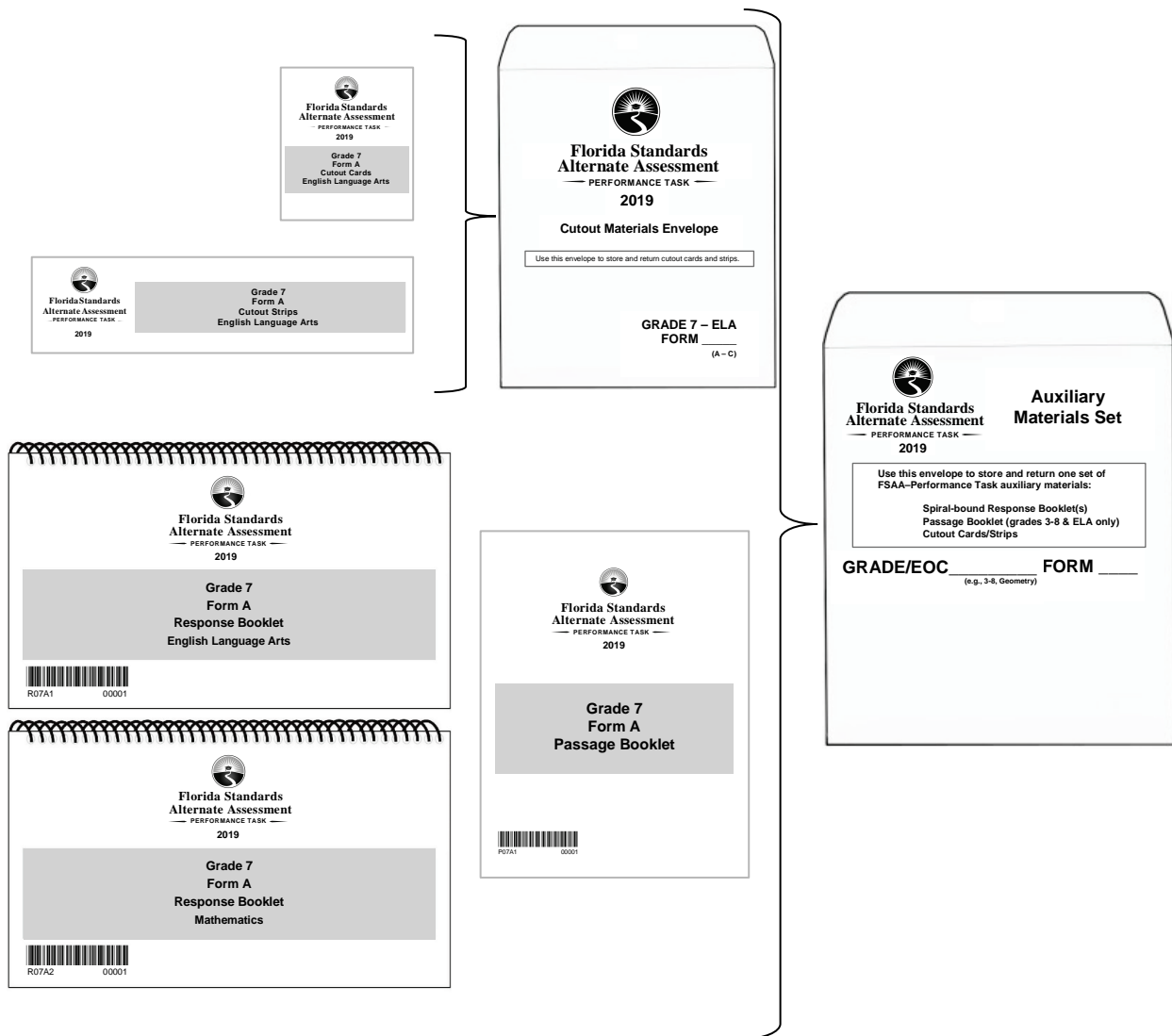
Complete the following steps after testing has been completed each day:

1. Verify that you have collected all test materials you received from your school assessment coordinator. Notify the school assessment coordinator immediately if any materials are missing.
2. Organize your materials according to the list below:

**AUXILIARY MATERIALS** – Place cutout materials into their corresponding content area cutout return envelopes (grades 3-8, ELA 1 and 2, and EOC assessments). For each auxiliary materials set, place the spiral-bound 8.5"x14" response booklet(s), passage booklet (grades 3-8, ELA 1 and 2), and cutout materials envelopes into the oversized envelope. Each auxiliary set should be stored in its own individual, oversized envelope. An image of a sample Grade 7 auxiliary materials set has been provided on the following page.

**TEST BOOKLETS** – Keep test booklets separate from auxiliary materials.

## Sample Auxiliary Materials Set



- Return oversized envelopes (containing auxiliary materials) and test booklets to your school assessment coordinator. **Covers for one-sided response booklets must be included in these materials.** Your school assessment coordinator will sign and date the *Booklet Security Checklist* to verify that all materials have been returned.

# School Assessment Coordinator Responsibilities Before Testing

## Receive Test Materials

The district coordinator will provide you with the following materials, as appropriate for your school.

### School Administration & Return Materials Kit

Administration materials will arrive in a white envelope with the “Florida Standards Alternate Assessment—Performance Task” logo printed on the front. Request additional materials from your district coordinator, as necessary. School administration materials are also available online at <http://www.fl-alt.com/materials>. The School Administration & Return Materials Kit will include the materials listed below:

#### Packing List

School Administration Materials – one hard copy of each provided for reference and photocopying, as needed

- *Florida Test Security Statute & Rule and Florida Standards Alternate Assessment Test Administration & Security Agreement*
- *Test Administrator Prohibited Activities Agreement*
- *Test Materials Chain of Custody Form*
- *Booklet Security Checklist*
- Testing – Do Not Disturb sign
- Electronic Devices Prohibited sign

School Return Materials – gray envelope

- *Test Materials Count Form*
- Copy of *School Assessment Coordinator Responsibilities After Testing*
- **Light green** label(s) – NOT TO BE SCORED materials
- District Coordinator ONLY return envelope

### Test Booklets & Auxiliary Materials

Shipment will arrive in white box(es) with the “Florida Standards Alternate Assessment—Performance Task” logo printed on the sides. Inventory the contents of your box(es) within 24 hours of receipt and report missing materials to your district coordinator immediately. Request additional materials as necessary. The box(es) will include the following materials:

#### Packing List

Test Booklet(s)

Auxiliary Materials Set(s)

Save the original box(es) for returning assessment materials at the end of the test administration. If you need additional materials or have questions, contact your district coordinator.

Please adhere to the following policies when opening secure test materials packages:

Only the school assessment coordinator and persons designated by the building/site administrator may open the packages.

Students are not permitted to handle test documents before or after testing.

All secure materials must be placed in locked storage and remain there until testing begins as well as between testing sessions.

Teachers may have access to the test booklets and auxiliary materials prior to testing in order to familiarize themselves with and organize test materials before testing, but materials must be checked out of and back into the school's locked storage area each day. The *Booklet Security Checklist* has been provided to track these materials at each school (sample shown on page 10).

## **Spiraling of Materials**

Test booklets will be collated specifically by school, grade level/content area, and form type to ensure that form types will be distributed equitably across students statewide.

### **Grades 3-8 and Access ELA 1: 1-4 Students in a Grade Level**

For grade levels and ELA 1 assessments with one to four students, your school's shipment will include only one form type of the assessment. Test booklet(s) and accompanying auxiliary material set(s) will match accordingly. Additional materials ordered from your district assessment coordinator must match the form type included in your original materials shipment for each grade level.

### **Grades 3-8 and Access ELA 1: 5 or More Students in a Grade Level**

If your school has five or more students participating in the FSAA—Performance Task for a given grade level or ELA 1 assessment, two form types (e.g., Form B and Form C) will be included for that grade level. Test booklets **MUST** be assigned to students as packaged rotating form types with each student. For example, if your school has five students participating in grade 8, you may have 3 Form B and 2 Form C test booklets – these booklets will be banded in a B, C, B, C, B sequence. Assign test booklets at the teacher level as much as possible. Playing out the example above, if there are two grade 8 teachers and the first teacher has three students, provide the teacher with three Form B test booklets. The second teacher with two students should receive the two Form C test booklets. The objective is to assign the test booklets at the teacher level as much as possible. If there is only one teacher with five students, then three students will be administered Form B and two students Form C, rotating form types with each student. Packing lists for test booklets and auxiliary materials will contain the quantities of each form type included in your shipment for each grade level.

### **ELA 2 and EOC Assessments**

For ELA 2 and EOC assessments, test booklets will be collated continuously using 2 form types (e.g., Algebra 1: A, B, A, B, etc.), unless there is only one student participating in the assessment. Test booklets **MUST** be assigned to students as they are packaged for each ELA 2 or EOC assessment, rotating form types with each student. The test booklets for that assessment will be banded in sequence. Assign the booklet on the top of the stack first,

alternating form types thereafter. For example, if your school has 5 students participating in the Algebra 1 EOC assessment, you may have 3 Form A and 2 Form B test booklets. Assign the Form A test booklet on the top of the stack first and then progress through the stack of test booklets in the order they were packaged to follow this sample sequence: A, B, A, B, A. Assign test booklets at the teacher level as much as possible. Playing out the example above, if there are two Algebra 1 teachers and the first teacher has three students, provide the teacher with three Form A test booklets. The second teacher with two students should receive the two Form B test booklets. The objective is to assign the test booklets at the teacher level as much as possible. If there is only one teacher with five students, then three students will be administered Form A and two students Form B, rotating form types with each student. Packing lists for test booklets and auxiliary materials will contain the quantities of each form type included in your shipment for each grade level.

### **Track Security Numbers**

Maintain a record of the booklet type, grade/content area, and security numbers of test materials you receive from the district coordinator. The locations of security numbers are shown on page 9 of this manual. After the returned materials are processed by Piedra Data Services, the district coordinator will receive a list of missing secure test materials, if applicable, and you may need to refer to these records.

### **Train Test Administrators**

Test administrators who will be administering the FSAA—Performance Task must be trained in the use of FSAA test materials. For questions regarding teacher training or training materials, contact your district alternate assessment coordinator.

Ensure that each test administrator signs the *Test Administration and Security Agreement* and *Test Administrator Prohibited Activities Agreement* before testing begins. Collect and file the signed agreements in a secure location at the school. Signed agreements will be stored by the school assessment coordinator in a secure location at the school for a one-year time period.

# School Assessment Coordinator Responsibilities During Testing

## **Supervise Test Administration and Maintain Test Security**

Provide test administrators with additional materials during test administration, as necessary. Contact your district coordinator to request additional materials, if needed.

Monitor testing activities to ensure that test security policies and procedures are followed. Be available during testing to answer questions from test administrators about test security and procedures.

The *Booklet Security Checklist* must be maintained by each school to track test materials distributed and returned. Sign and date the *Booklet Security Checklist* to verify that all materials have been returned. Please see *Test Security Policies and Procedures: Security Numbers* on pages 7-8 for more information on completing the *Booklet Security Checklist*.

Each school assessment coordinator, principal, and test administrator must sign and return the *Florida Standards Alternate Assessment Test Administration & Security Agreement*. These materials should be filed by the school assessment coordinator in a secure location at the school for a one-year time period.

# School Assessment Coordinator Responsibilities After Testing

## Prepare Your School's NOT TO BE SCORED Materials for Return

Remember that NOT TO BE SCORED test materials (i.e., test booklets/auxiliary materials) are secure test materials and will be processed by Piedra Data Services. It is your responsibility to package all materials correctly for processing.

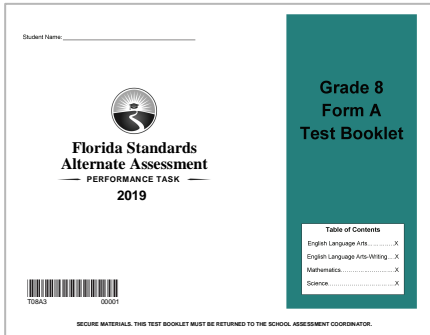
Follow the steps below for the return of secure test materials:

1. Gather NOT TO BE SCORED materials to be returned to your district coordinator. NOT TO BE SCORED materials for the 2019 FSAA—Performance Task include the following:
  - Test Booklets
  - 8.5" x 14" Response Booklets
  - Passage Booklets
  - Cutout Cards Packets
  - Cutout Strips Packets
  - Writing Prompt 2 Student Template, Student Outline, and Vocabulary materials (as applicable)
2. Verify that all distributed secure materials have been returned. Notify the district coordinator immediately if any secure materials are missing and complete the necessary investigation. See page 6 for instructions.
3. Remove test materials from oversized storage envelopes. First, separate all Writing Prompt 2 materials, including Student Template as well as Student Outline and Vocabulary materials, if applicable, and set these aside to return to your district coordinator.
4. Sort all other test materials into six distinct stacks as illustrated in the diagram on the following page. Within each stack, group the materials by grade level (3-8) and content area (ELA 1, ELA 2, Algebra 1, Geometry, Biology 1, Civics, and U.S. History). One-sided response booklets and braille/tactile graphics materials must be included in these stacks. **Covers for one-sided response booklets must be returned for these materials to be processed properly.**
5. Once materials have been separated, follow the instructions in the following section to complete the *Test Materials Count Form*.
6. Make copies of signed forms, including *Booklet Security Checklist(s)*, *Test Materials Chain of Custody Form(s)*, and the *Test Materials Count Form*. Copies/originals of these forms will either be sent to the district coordinator, filed in a secure location at your school, or returned to Piedra Data Services as described in detail on page 25.

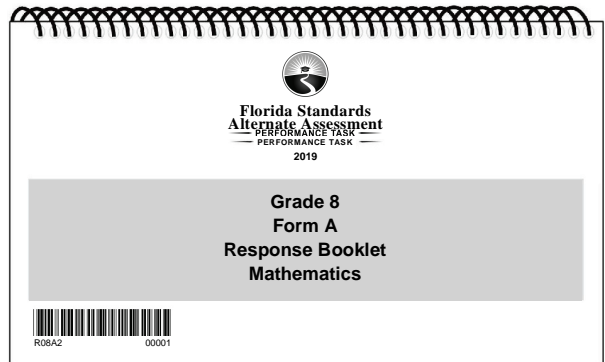


**NOT TO BE SCORED Materials** (*used and unused materials*)

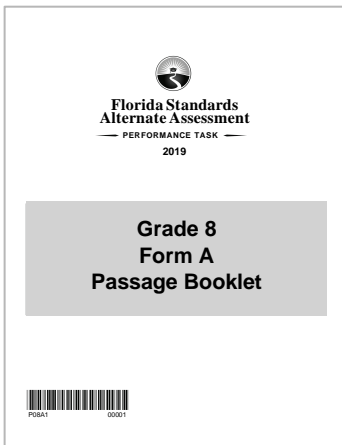
**Stack 1: Test Booklets**



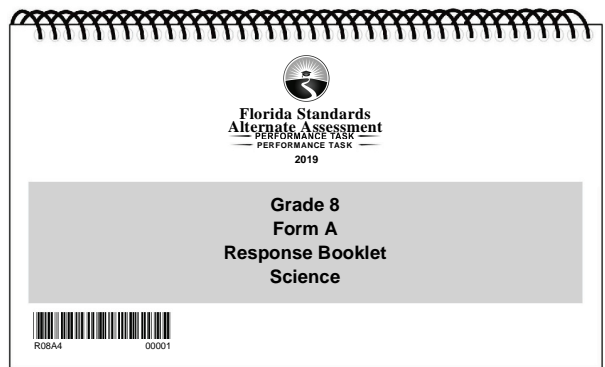
**Stack 4: Response Booklets - Math**



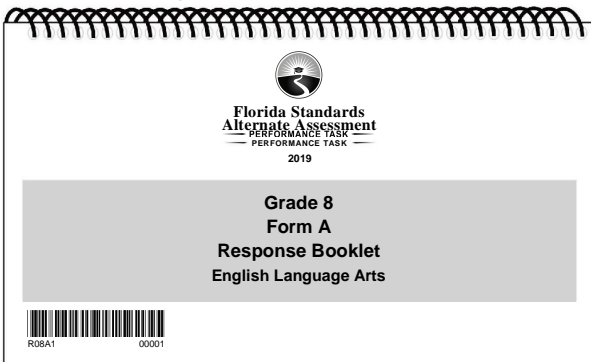
**Stack 2: Passage Booklets**



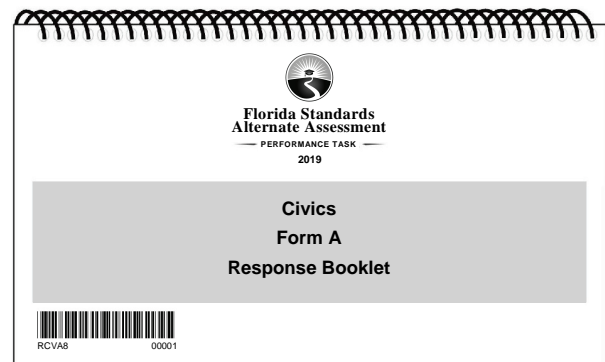
**Stack 5: Response Booklets - Science**



**Stack 3: Response Booklets - ELA**



**Stack 6: Response Booklets - Social Studies**



## Test Materials Count Form

Locate your school's *Test Materials Count Form* (found in gray envelope – School Return Materials). Each school will receive a *Test Materials Count Form* to report the number of secure test materials being returned to Piedra Data Services. A sample of the *Test Materials Count Form* is provided on the following page.

1. Verify that you have collected all materials before you complete the form.
2. Complete only ONE *Test Materials Count Form* for all grade levels and content areas, including one-sided response booklets and braille/tactile graphics materials. Do NOT submit photocopies of the *Test Materials Count Form*. If you need a new *Test Materials Count Form*, contact your district coordinator.

**Section 1:** Enter your district number and name, if not pre-printed.

**Section 2:** Enter your school number and name, if not pre-printed.

**Section 3:**

Test booklets - Enter the number of test booklets being returned for each grade level and content area.

Passage booklets - Enter the number of passage booklets being returned for each grade level and content area.

Response Booklets - Enter the number of response booklets being returned into the final four columns (separated by ELA, Math, Science, and Social Studies, accordingly).

If no materials are being returned for a certain grade level or content area, leave the boxes next to that grade level or content area blank. If there are fewer than 2 digits in the number, fill in a zero before the number (e.g., 5 booklets should be entered as 05).

For unopened, shrink-wrapped auxiliary materials sets, add 1 booklet to each of the applicable columns for that grade or content area (e.g., for a shrink-wrapped, 8<sup>th</sup> grade set, add 1 to the following columns: Passage Booklets; ELA, Math, and Science Response Booklets).

**Section 4:** Print and sign your name as the person completing and verifying the information submitted on the form.

3. Make two copies of the completed form, one to be included in your District Coordinator ONLY envelope, and the other to be filed in a secure location at your school.
4. Place the **original**, completed form at the top of your first box of NOT TO BE SCORED materials.

### Sample Test Materials Count Form

Please return this form with your school's NOT TO BE SCORED materials submission.



**Florida Standards  
Alternate Assessment**  
— PERFORMANCE TASK —  
2019

## Test Materials Count Form

Use this form to account for the return of all barcoded secure test materials. Use only one form for all grades and subjects, including one-sided response booklets and braille/tactile graphics materials. Complete all applicable fields with counts of booklets being returned. Refer to the *School Coordinator Responsibilities After Testing* section of the Procedural Manual for additional instructions.

**1** DISTRICT NUMBER  DISTRICT NAME \_\_\_\_\_  
(01 - 75)

**2** SCHOOL NUMBER  SCHOOL NAME \_\_\_\_\_  
(0001 - N999)

	TEST BOOKLETS	PASSAGE BOOKLETS	RESPONSE BOOKLETS			
			ELA	MATH	SCIENCE	SOCIAL STUDIES
Grade 3	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	—	—
Grade 4	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	—	—
Grade 5	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	—
Grade 6	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	—	—
Grade 7	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	—	—
Grade 8	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	—
ELA 1	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	—	—	—
ELA 2	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	—	—	—
Algebra 1	<input type="text"/> <input type="text"/>	—	—	<input type="text"/> <input type="text"/>	—	—
Geometry	<input type="text"/> <input type="text"/>	—	—	<input type="text"/> <input type="text"/>	—	—
Biology 1	<input type="text"/> <input type="text"/>	—	—	—	<input type="text"/> <input type="text"/>	—
Civics	<input type="text"/> <input type="text"/>	—	—	—	—	<input type="text"/> <input type="text"/>
U.S. History	<input type="text"/> <input type="text"/>	—	—	—	—	<input type="text"/> <input type="text"/>

**4** NAME OF PERSON COMPLETING THIS FORM

I have verified the information provided on this form and confirm that the information is correct.

Print Name

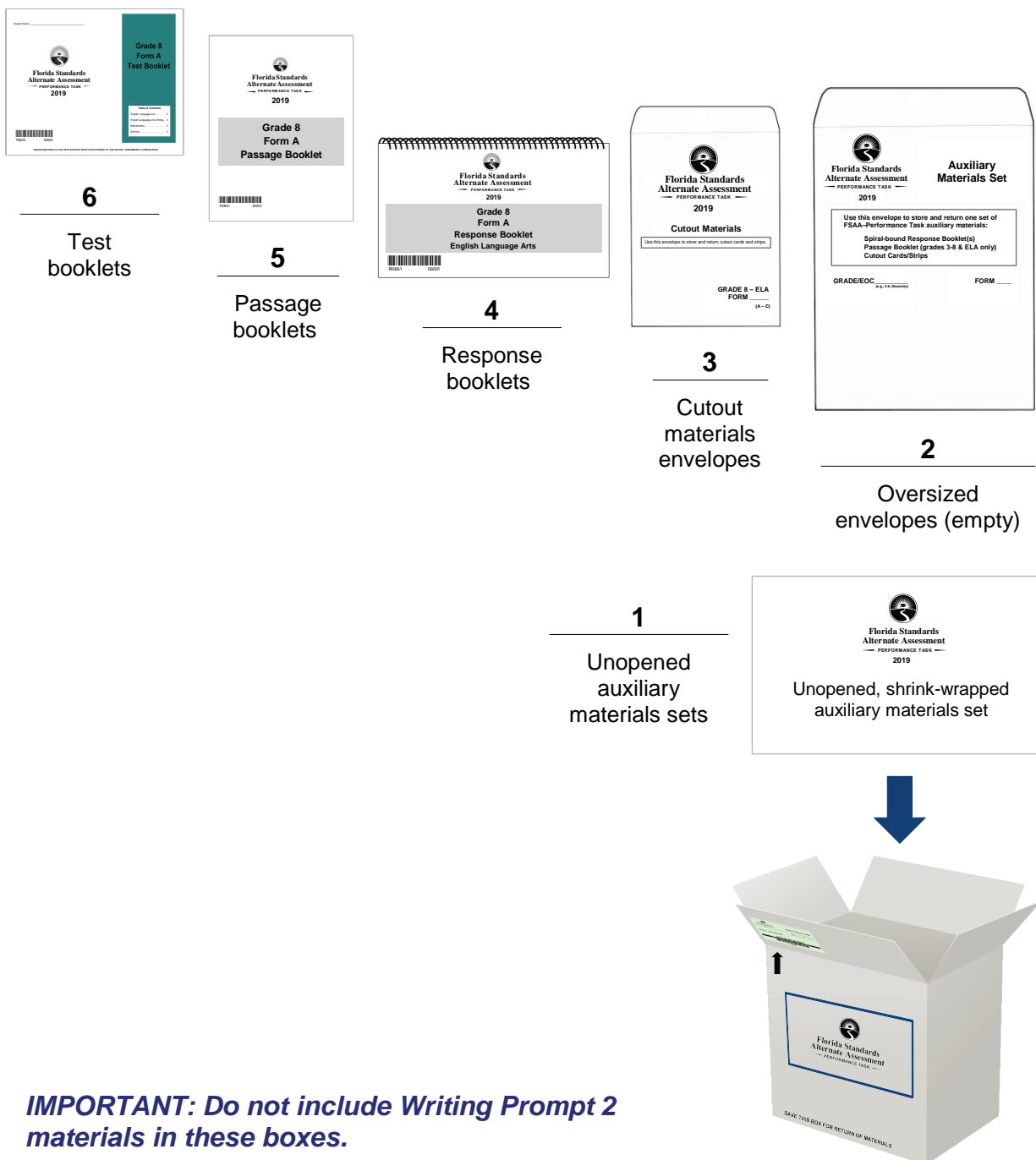
School Coordinator / Designee Signature

14164957



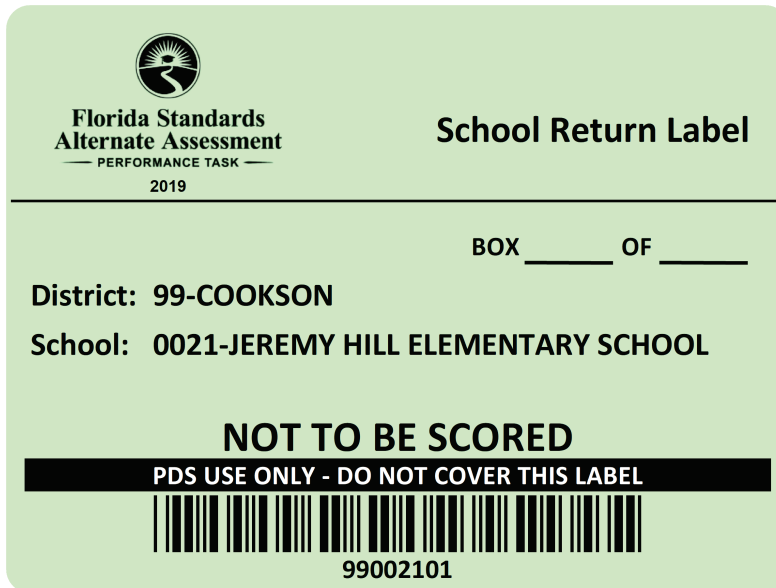
## Packaging Materials

1. Locate the box(es) in which NOT TO BE SCORED materials arrived. If original packaging is in poor condition, use another sturdy, undamaged box. Contact your district coordinator if you require additional, undamaged boxes. **Apply additional packaging tape to the bottom of the boxes before packing materials.**
2. Place all unopened, shrink-wrapped auxiliary sets in box(es) first. Then, place empty oversized envelopes, cutout materials envelopes, response booklets, passage booklets, test booklets in box(es) as shown in the following diagram:



3. Place the original *Test Materials Count Form* at the top of your first box of materials.
4. Seal the box(es) securely with packing tape.
5. Place a **light green NOT TO BE SCORED** label on the top of each box. Labels may be placed over existing shipping labels. Do not copy labels or use labels from other test administrations. If you need additional labels, contact your district coordinator.

### Sample Light Green NOT TO BE SCORED School Label



The image shows a light green rectangular label with rounded corners. At the top left is the Florida Standards Alternate Assessment logo, which includes a sun icon and the text 'Florida Standards Alternate Assessment PERFORMANCE TASK 2019'. To the right of the logo is the title 'School Return Label'. Below the logo and title is a horizontal line. Underneath the line, on the right side, is the text 'BOX \_\_\_\_ OF \_\_\_\_'. Below this, on the left side, are the fields 'District: 99-COOKSON' and 'School: 0021-JEREMY HILL ELEMENTARY SCHOOL'. In the center, there is a large, bold, black text box that reads 'NOT TO BE SCORED'. Below this text box is a black horizontal bar with the white text 'PDS USE ONLY - DO NOT COVER THIS LABEL'. Underneath the bar is a barcode, and below the barcode is the number '99002101'.

6. Use the space on the labels marked BOX\_\_OF\_\_ to number the box(es) 1 of  $n$ , 2 of  $n$ , etc. where  $n$  is the school's total number of box(es) with **light green** labels.
7. Return the **light green**-labeled box(es) to your district coordinator.
8. Return Writing Prompt 2 Student Templates (as well as Student Outlines and Vocabulary materials) to your district coordinator separately for storing at the district. **Do not return writing templates with your NOT TO BE SCORED materials.**

### District Coordinator ONLY Envelopes

1. Place each of the completed forms listed below in the District Coordinator ONLY envelope:
  - Original *Booklet Security Checklist(s)*
  - Original *Test Materials Chain of Custody Form(s)*
  - Copy of *Test Materials Count Form*
2. File a **copy** of the *Booklet Security Checklist(s)*, *Test Materials Chain of Custody Form(s)*, and *Test Materials Count Form* in a secure location at your school.
3. Place any non-secure materials, such as unused forms, unused return labels, etc., in this same envelope.
4. Seal the envelope and return to your district coordinator unless otherwise instructed.
5. You may be asked by your district coordinator to hold this envelope for return at a later date. You may also be asked to destroy these materials after scores for this administration have been reported.

# District Coordinator Responsibilities Before Testing

## Receive Test Materials

For the 2019 FSAA—Performance Task, you will receive four separate shipments, as described below.

### Overview

**Shipment #1** - Online Management System Login Details and Procedural Manuals (to arrive by November 30, 2018)

**Shipment #2** - Administration Materials (to arrive between February 15-21, 2019)

**Shipment #3** - Test Booklets & Auxiliary Materials for Grades 3-8 and Access Civics EOC assessments (to arrive between February 15-21, 2019)

**Shipment #4** - Test Booklets & Auxiliary Materials for Access ELA 1 and 2, and Access Algebra 1, Geometry, Biology 1, and U.S. History EOC assessments (to arrive between March 11-15, 2019 or March 18-22, 2019, according to the schedule provided on page 29)

For shipments #3 and #4, review the included packing lists to ensure that the correct test materials have been sent for each participating school. Upon receiving your shipments, ensure that each school receives the range of boxes assigned. If any boxes are missing, call Piedra Data Services toll free at 1-844-800-0201 or (305) 254-9986 or send an e-mail to [fl-alt@piedradata.com](mailto:fl-alt@piedradata.com). Instruct school assessment coordinators to inventory the contents of their box(es) within 24 hours of receipt and report any missing materials immediately.

**Note:** Braille and tactile graphics assessment materials will be distributed separately to districts who placed online orders.

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## **Shipment #1: Online Management System Login Details and Procedural Manuals**

District package will include the following:

Letter containing login details for the 2019 FSAA—Performance Task Online Management System

Instructions on accessing and using the Student Verification System to verify student demographic data and add students who will be participating in the 2019 FSAA—Performance Task

Two copies of the *Spring 2019 FSAA—Performance Task Procedural Manual*

Save these materials for reference until all testing materials have been returned for processing.

## Shipment #2: Administration Materials

Shipment will arrive in white box(es) with the “Florida Standards Alternate Assessment—Performance Task” logo on the sides. Boxes will be shipped to districts and contain the materials listed below.

### District Administration & Return Materials Kit – clear vinyl folder with dividers

**Tab 1. School Administration Materials** – one hard copy of each provided for reference and photocopying, as needed

- *Florida Test Security Statute & Rule and Florida Standards Alternate Assessment Test Administration & Security Agreement*
- *Test Administrator Prohibited Activities Agreement*
- *Test Materials Chain of Custody Form*
- *Booklet Security Checklist*
- Testing – Do Not Disturb sign
- Electronic Devices Prohibited sign

**Tab 2. School NOT TO BE SCORED Return Materials**

- *Additional Test Materials Count Forms*
- Copy of *School Assessment Coordinator Responsibilities After Testing*
- Additional school **light green** labels – NOT TO BE SCORED materials

**Tab 3. District NOT TO BE SCORED Return Materials**

- District NOT TO BE SCORED Materials Return Instructions
- Materials Return List (one hard copy provided – photocopy, as needed)
- District **light green** labels – NOT TO BE SCORED materials
- UPS Return Shipping Label(s) or Freight Carrier Bill of Lading (emailed separately)

### School Administration & Return Materials Kit(s) – white envelopes

- Packing List
- School Administration Materials – one hard copy of each provided for reference and photocopying, as needed
  - § *Florida Test Security Statute & Rule and Florida Standards Alternate Assessment Test Administration & Security Agreement*
  - § *Test Administrator Prohibited Activities Agreement*
  - § *Test Materials Chain of Custody Form*
  - § *Booklet Security Checklist*
  - § Testing – Do Not Disturb sign
  - § Electronic Devices Prohibited sign
- School Return Materials – gray envelope
  - § *Test Materials Count Form*
  - § Copy of *School Assessment Coordinator Responsibilities After Testing*
  - § **Light green** school label(s) – NOT TO BE SCORED materials
  - § District Coordinator ONLY return envelope

**Shipment #3: Test Booklets & Auxiliary Materials for Grades 3-8 and Civics**

Shipment will arrive in white box(es) with the “Florida Standards Alternate Assessment—Performance Task” logo printed on the sides. Copies of all school packing lists for test booklets and auxiliary materials will be emailed to each district coordinator. **Save boxes and pallets, if applicable, for return of materials.**

## DISTRICT BOX(ES)

- Pallet Map (if applicable)
- Packing Lists (district overage and copies of all school packing lists)
- Test Booklets (district overage)
- Auxiliary Materials Sets (district overage)

## SCHOOL BOX(ES)

- Packing List
- Test Booklets
- Auxiliary Materials Sets

Additional flat-packed boxes will be provided to districts in this shipment.

**Shipment #4: Test Booklets & Auxiliary Materials for High Schools - ELA 1 & 2 and Algebra 1, Geometry, Biology 1, and U.S. History**

Shipment will arrive in white box(es) with the “Florida Standards Alternate Assessment—Performance Task” logo printed on the sides. See the following page for the shipment delivery schedule. Copies of all school packing lists for test booklets and auxiliary materials will be emailed to each district coordinator. **Save boxes and pallets, if applicable, for return of materials.**

## DISTRICT BOX(ES)

- Pallet Map (if applicable)
- Packing Lists (district overage and copies of all school packing lists)
- Test Booklets (district overage)
- Auxiliary Materials Sets (district overage)

## SCHOOL BOX(ES)

- Packing List
- Test Booklets
- Auxiliary Materials Sets



Due to Florida's spring break schedules, districts will receive high school test materials according to the following schedule:

<b>DISTRICTS WITH A DELIVERY WINDOW OF <u>MARCH 11-15, 2019</u> (ELA 1 &amp; 2 and Algebra 1, Geometry, Biology 1, and U.S. History)</b>			
01-ALACHUA	20-GADSDEN	39-LIBERTY	59-SEMINOLE
02-BAKER	21-GILCHRIST	41-MANATEE	60-SUMTER
03-BAY	22-GLADES	42-MARION	61-SUWANNEE
04-BRADFORD	23-GULF	44-MONROE	63-UNION
05-BREVARD	24-HAMILTON	45-NASSAU	64-VOLUSIA
06-BROWARD	27-HERNANDO	46-OKALOOSA	65-WAKULLA
07-CALHOUN	29-HILLSBOROUGH	48-ORANGE	66-WALTON
08-CHARLOTTE	30-HOLMES	49-OSCEOLA	67-WASHINGTON
09-CITRUS	31-INDIAN RIVER	50-PALM BEACH	68-FSDB
10-CLAY	32-JACKSON	51-PASCO	71-FL VIRTUAL
12-COLUMBIA	33-JEFFERSON	53-POLK	72-FAU LAB SCHOOL (PALM BEACH)
13-DADE	34-LAFAYETTE	54-PUTNAM	73-FSU CHARTER SCHOOL (PEMBROKE PINES)
15-DIXIE	35-LAKE	55-ST. JOHNS	73-FSU CHARTER SCHOOL (TALLAHASSEE)
16-DUVAL	36-LEE	56-ST. LUCIE	74-FAMU LAB SCHOOL
17-ESCAMBIA	37-LEON	57-SANTA ROSA	75-UF LAB SCHOOL
19-FRANKLIN	38-LEVY	58-SARASOTA	76-FAU CHARTER SCHOOL (ST. LUCIE)

<b>DISTRICTS WITH A DELIVERY WINDOW OF <u>MARCH 18-22, 2019</u> (ELA 1 &amp; 2 and Algebra 1, Geometry, Biology 1, and U.S. History)</b>			
11-COLLIER	25-HARDEE	40-MADISON	52-PINELLAS
14-DESOTO	26-HENDRY	43-MARTIN	62-TAYLOR
18-FLAGLER	28-HIGHLANDS	47-OKEECHOBEE	

## **Tracking Security Numbers**

Maintain a record of the booklet type, grade/content area, and security numbers from the secure coverage materials you distribute to each school. Security number locations are shown on page 9. Advise school assessment coordinators that they are responsible for tracking the security numbers of the documents they distribute. **Returned test materials will be inventoried by Piedra Data Services. A list of any missing test materials will be sent to your district and you may need to refer to your records.**

## **Training**

School assessment coordinators must be trained in procedures for test distribution/return and security procedures.

EMPHASIZE RETURN INSTRUCTIONS. Make it clear that it is the responsibility of the school assessment coordinator to package the materials correctly. Review the *School Assessment Coordinators Responsibilities After Testing* instructions when training school assessment coordinators (pages 20-25).

Ensure that all security policies and procedures are followed. Samples of the *Test Administration & Security Agreement* and *Test Administrator Prohibited Activities Agreement* are provided in Appendix B. Principals, school assessment coordinators, and test administrators are required to complete the *Test Administration & Security Agreement*. Test administrators must also complete the *Test Administrator Prohibited Activities Agreement*. Signed agreements should be filed by the school assessment coordinator in a secure location at the school for one year. Since these agreements are for internal records only, do not return them to Piedra Data Services or the FDOE.

# District Coordinator Responsibilities During Testing

## Monitor Test Administration and Maintain Test Security

Be available during testing to answer questions from school assessment coordinators and to supply additional materials. Monitor schools to ensure that test administration and test security procedures are followed.

## Overage Distribution

Overage materials should be distributed in the following manner:

If a school requests additional or replacement **auxiliary materials only**, they must specify the grade level (3-8) or content area (ELA 1 or 2, Algebra 1, Geometry, Biology 1, Civics, and U.S. History) and test form type required (A–C). Otherwise, the auxiliary materials may not correspond with the test booklets the school is intending to use.

If a school requests additional or replacement **test booklets only**, they must specify the grade level (3-8) or content area (ELA 1 or 2, Algebra 1, Geometry, Biology 1, Civics, and U.S. History) and test form type required (A–C). Otherwise, the test booklets may not correspond with the auxiliary materials sets the school is intending to use.

For schools that do not already have test materials for a given grade level or content area, and are requesting new **test booklets and auxiliary materials**, distribute a combination of Form A–C materials for each grade level or EOC assessment, following the spiraling of materials sequence described on pages 17-18. For example, if a school requires materials for 5 additional 3<sup>rd</sup> grade students, they may receive 3 Form A and 2 Form B test booklets along with 1 Form A and 1 Form B auxiliary materials set. Schools are expected to share auxiliary materials sets for up to 3 students.

# District Coordinator Responsibilities After Testing

After testing, verify that school assessment coordinators have completed the following tasks:

Filed the signed *Test Administration and Security Agreements* and *Test Administrator Prohibited Activities Agreements* at the school

Filed a copy of the completed *Booklet Security Checklist(s)* and *Test Materials Chain of Custody Forms* at the school, and returned originals in the District Assessment Coordinator ONLY envelope

Filed a copy of the *Test Materials Count Form* at the school, returned a copy in the District Assessment Coordinator ONLY envelope, and submitted the original form with NOT TO BE SCORED materials being returned to Piedra Data Services

## Prepare Materials for Return

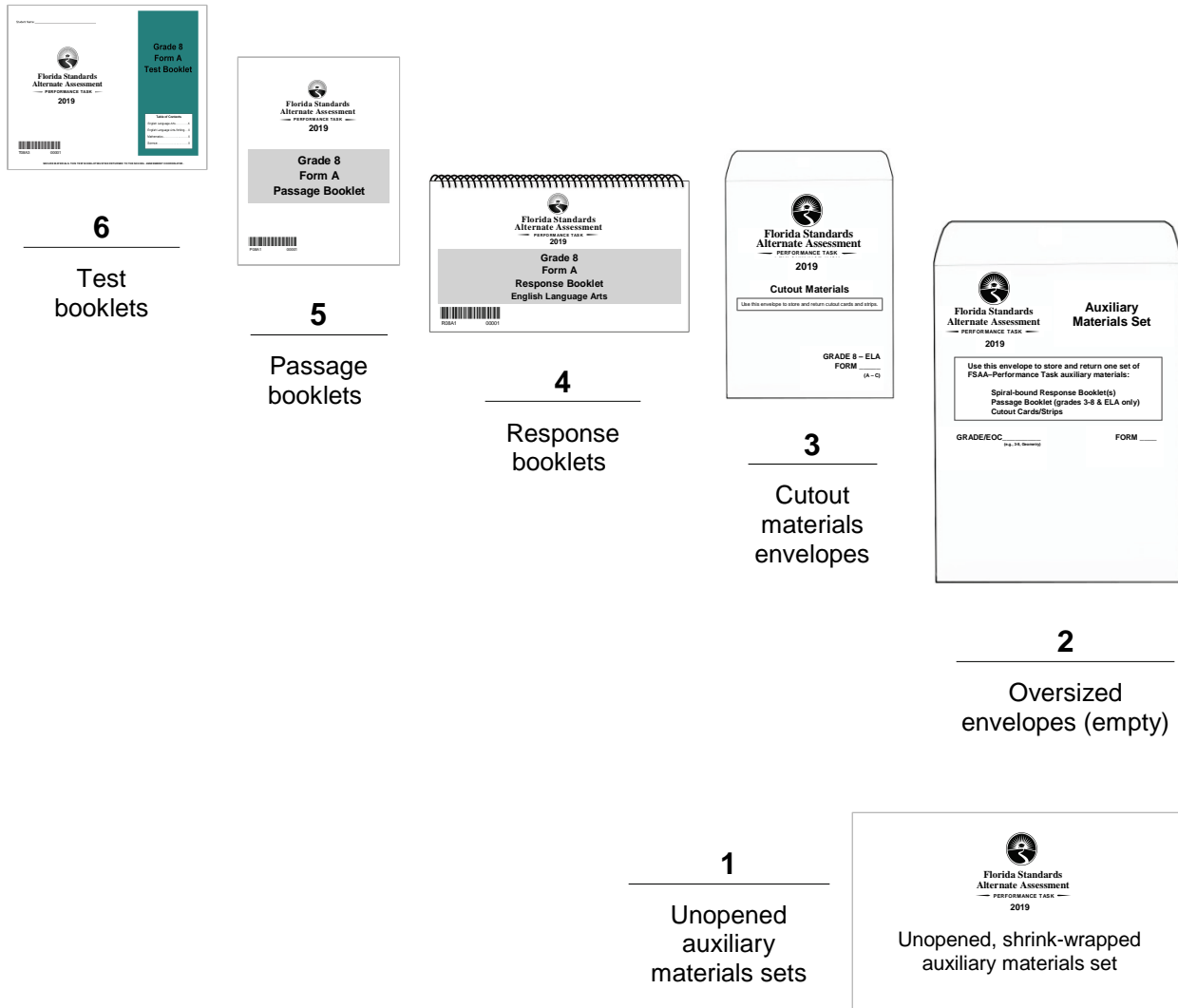
Refer to the clear vinyl District Administration & Return Materials Kit for additional instructions on returning materials. If you have questions about preparing boxes for return, please contact Piedra Data Services toll free at 1-844-800-0201 or (305) 254-9986 or e-mail to [fl-alt@piedradata.com](mailto:fl-alt@piedradata.com).

See the section, *School Assessment Coordinator Responsibilities After Testing*, in this manual (pages 20-25) for instructions provided to school assessment coordinators on preparing and returning test materials, including information regarding boxing of materials and sample forms/labels.

Follow the steps below as school assessment coordinators return materials to you:

1. Check incoming NOT TO BE SCORED box(es) to verify that school assessment coordinators have numbered the **light green**-labeled box(es) correctly (i.e., Box 1 of *n*, Box 2 of *n*, etc.). Additional labels may be used from your overage materials (Tab 2) of the District Administration and Return Materials Kit. Do not copy labels or use labels from previous test administrations.
2. Locate all unused test booklets and auxiliary materials from your district overage materials, which include all test booklets and opened or unopened auxiliary sets (i.e., 8.5"x14" Response Booklets, Passage Booklets, and Cutout Cards & Strips Packets). Any materials that are not already boxed should be placed in sturdy, undamaged boxes. **Apply additional packaging tape to the bottom of the boxes before packing secure materials.**
3. Place all unopened, shrink-wrapped auxiliary materials sets in the box(es) first. Then, place test booklets and opened auxiliary materials in box(es) as shown in the *Packaging Diagram for NOT TO BE SCORED Materials* on the following page. As illustrated in the diagram, test booklets should be placed on top of auxiliary materials in the boxes.

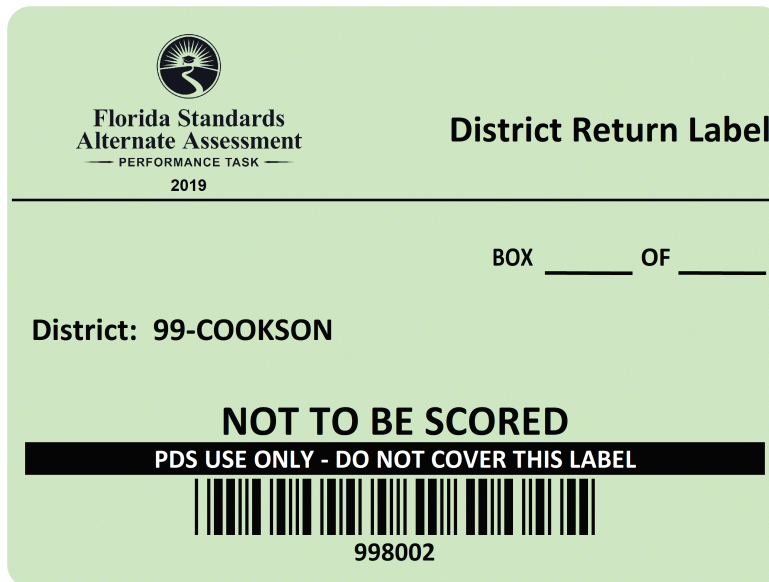
### Packaging Diagram for NOT TO BE SCORED Materials



**IMPORTANT: Completed Writing Prompt 2 materials should not be included in these boxes. They must be stored in a secure location at the district.**

4. Locate the clear vinyl envelope marked District Administration and Return Materials Kit and find the **light green** NOT TO BE SCORED preprinted district return labels (Tab 3). Affix one light green label to each NOT TO BE SCORED materials box being returned. Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). In the space marked BOX\_\_OF\_\_, number the district boxes for return (i.e., Box 1 of  $n$ , Box 2 of  $n$ , etc.). Do not copy labels.

### Sample Light Green NOT TO BE SCORED District Label



The image shows a light green rectangular label with rounded corners. At the top left is the Florida Standards Alternate Assessment logo, which includes a sunburst icon and the text 'Florida Standards Alternate Assessment', 'PERFORMANCE TASK', and '2019'. To the right of the logo is the title 'District Return Label'. Below the logo and title is a horizontal line. Underneath the line, on the right side, is the text 'BOX \_\_\_\_ OF \_\_\_\_'. Below that, on the left side, is the text 'District: 99-COOKSON'. In the center, there is a large, bold, black text box that reads 'NOT TO BE SCORED'. Below this text box is a black horizontal bar with the white text 'PDS USE ONLY - DO NOT COVER THIS LABEL'. Underneath the bar is a barcode, and below the barcode is the number '998002'.

5. Complete and return the Materials Return List (see instructions below).
6. Seal the box(es) securely with packing tape.
7. Keep all secure materials in locked storage until they are picked up.
8. Refer to *Return NOT TO BE SCORED Materials* section on page 36 for shipping instructions.

### Materials Return List

1. Locate the clear vinyl envelope, marked District Administration and Return Materials Kit and find the Materials Return List (Tab 3). Prior to completing, make sufficient copies of the Materials Return List to record information for all schools in your district (see sample form on the following page). Each form will accommodate multiple schools.
2. Complete the Materials Return List according to the directions on the form.
3. Remember to list district overage materials boxes on the form as school #0000.
4. Make a copy of the Materials Return List for your records. Place the **original** list at the top of the first box of your district overage materials.



## **District Coordinator ONLY Envelope**

1. Open the envelope, review the *Booklet Security Checklist(s)*, and make sure that you have notified the FDOE Bureau of K-12 Student Assessment if any secure test materials are missing. If materials are missing, complete a *Missing Materials Report* and email or fax to the FDOE Bureau of K-12 Student Assessment and Piedra Data Services as indicated on the form. Once the necessary investigation has been completed, file the records.
2. Verify that *Booklet Security Checklist(s)*, *Test Materials Chain of Custody Form(s)*, and the *Test Materials Count Form* were completed and file them. School assessment coordinators must file a copy of these documents at their schools. The **original** *Test Materials Count Form* must be returned to Piedra Data Services with secure test materials.
3. Do not destroy any materials until scores for this administration have been reported.

## **Writing Prompt 2 Materials**

School assessment coordinators are instructed to return Writing Prompt 2 Student Templates (as well as Student Outlines and Vocabulary materials, as applicable) to you separately (details on pages 20-25). These secure test materials must be stored at the district level in a secure location.

## **Return NOT TO BE SCORED Materials (light green labels)**

NOT TO BE SCORED Materials Return Deadline: Received no later than **Friday, May 10, 2019** (shipped on or before Thursday, May 9, 2019). All NOT TO BE SCORED materials for your district **MUST** be picked up by the specified dates. Designate a person to be available at the pick-up site on the scheduled pick-up date.

Detailed instructions for returning NOT TO BE SCORED materials will be included in the clear vinyl District Administration & Return Materials Kit (Tab 3). Depending on the size of your district, materials will either be picked up by UPS or a freight carrier. For districts using a freight carrier, the Bill of Lading will be emailed separately. NOT TO BE SCORED materials will be shipped to **Piedra Data Services**.

Contact Piedra Data Services toll free at 1-844-800-0201 or (305) 254-9986 or e-mail to [fl-alt@piedradata.com](mailto:fl-alt@piedradata.com) if you have any problems with the pick-up of materials.



# Appendices

## Appendix A

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### Florida Test Security Statute and Rule

## Florida Test Security Statute

### 1008.24 Test administration and security; public records exemption.—

- 1) A person may not knowingly and willfully violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education or the Commissioner of Education to students, educators, or applicants for certification or administered by school districts pursuant to s. 1008.22, or, with respect to any such test, knowingly and willfully to:
  - a) Give examinees access to test questions prior to testing;
  - b) Copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test booklet;
  - c) Coach examinees during testing or alter or interfere with examinees' responses in any way;
  - d) Make answer keys available to examinees;
  - e) Fail to follow security rules for distribution and return of secure test as directed, or fail to account for all secure test materials before, during, and after testing;
  - f) Fail to follow test administration directions specified in the test administration manuals; or
  - g) Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section.
- 2) A person who violates this section commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.
- 3)
  - a) A school district may contract with qualified contractors to administer and proctor statewide, standardized assessments required under s. 1008.22 or assessments associated with Florida approved courses under s. 1003.499, as approved by the Department of Education in accordance with rules of the State Board of Education. Assessments may be administered or proctored by qualified contractors at sites that meet criteria established by rules of the State Board of Education and adopted pursuant to ss. 120.536(1) and 120.54 to implement the contracting requirements of this subsection.
  - b) A school district may use district employees, such as education paraprofessionals as described in s. 1012.37, to administer and proctor statewide, standardized assessments required under s. 1008.22 or assessments associated with Florida approved courses under s. 1003.499, in accordance with this section and related rules adopted by the State Board of Education. The rules must establish training requirements that must be successfully completed by district employees prior to the employees performing duties pursuant this paragraph.
- 4)
  - a) A district school superintendent, a president of a public postsecondary educational institution, or a president of a nonpublic postsecondary educational institution shall cooperate with the Commissioner of Education in any investigation concerning the administration of a test administered pursuant to state statute or rule.
  - b) The identity of a school or postsecondary educational institution, personal identifying information of any personnel of any school district or postsecondary educational institution, or any specific allegations of misconduct obtained or reported pursuant to an investigation conducted by the Department of Education of a testing impropriety are confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until the conclusion of the investigation or until such time as the investigation ceases to be active. For the purpose of this paragraph, an investigation is deemed concluded upon a finding that no impropriety has occurred, upon the conclusion of any resulting preliminary investigation pursuant to s. 1012.796, upon the completion of any resulting investigation by a law enforcement agency, or upon the referral of the matter to an employer who has the authority to take disciplinary action against an individual who is suspected of a testing impropriety. For the purpose of this paragraph, an investigation is considered active so long as it is ongoing and there is a reasonable, good faith anticipation that an administrative finding will be made in the foreseeable future.
- 5) Exceptional students with disabilities, as defined in s. 1003.01(3), shall have access to testing sites. The Department of Education and each school district shall adopt policies that are necessary to ensure such access.

History.—s. 370, ch. 2002-387; s. 1, ch. 2009-143; s. 7, ch. 2013-225; s. 1, ch. 2014-13; s. 8, ch. 2015-6.

## Florida State Board of Education Test Security Rule 6A-10.042 Test Administration and Security

- 1) Tests implemented in accordance with the requirements of Sections 1004.93, 1008.22, 1008.30, 1012.55 and 1012.56, F.S., shall be maintained and administered in a secure manner such that the integrity of the tests shall be preserved.
  - a) Test questions shall be preserved in a secure manner by individuals who are developing and validating the tests. Such individuals shall not reveal in any manner, verbally or in writing, the test questions under development.
  - b) Tests or individual test questions shall not be revealed, copied, or otherwise reproduced by persons who are involved in the administration, proctoring, or scoring of any test.
  - c) Examinees shall not be assisted in answering test questions by any means by persons administering or proctoring the administration of any test.
  - d) Examinees' answers to questions shall not be interfered with in any way by persons administering, proctoring, or scoring the examinations.
  - e) Examinees shall not be given answer keys by any person.
  - f) Persons who are involved in administering or proctoring the tests or persons who teach or otherwise prepare examinees for the tests shall not participate in, direct, aid, counsel, assist in, or encourage any activity which could result in the inaccurate measurement or reporting of the examinees' achievement.
  - g) Each person who has access to tests or test questions during the development, printing, administration, or scoring of the tests shall be informed of specifications for maintaining test security, the provisions in statute and rule governing test security, and a description of the penalties for breaches of test security.
  - h) During each test administration, school district and institutional test administration coordinators and contractors employing test administrators and proctors shall ensure that required testing procedures are being followed at all test administration sites. Officials from the Department are authorized to conduct unannounced observations of test administration procedures at any test administration site to ensure that testing procedures are being correctly followed.
  - i) In accordance with Section 1008.24, F.S., a school district may use district employees, such as education paraprofessionals as described in Section 1012.37, F.S., to administer and proctor statewide, standardized assessments required under Section 1008.22, F.S. All test administrators and proctors for the statewide assessments administered pursuant to Rule 6A-1.09422, F.A.C., must complete training requirements outlined in *Training Requirements for Administering and Proctoring the Statewide Assessments*, 2015, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-06180>) incorporated herein by reference. A copy may be obtained by contacting the Division of Accountability, Research and Measurement, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399-0400.
- 2) Test materials, including all test booklets and other materials containing secure test questions, answer keys, and student responses, shall be kept secure and precisely accounted for in accordance with the procedures specified in the examination program administration manuals and other communications provided by the Department. Such procedures shall include but are not limited to the following:
  - a) All test materials shall be kept in secure, locked storage prior to and after administration of any test.
  - b) All test materials shall be precisely accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.
  - c) Any discrepancies noted in the number or serial numbers of testing materials received from contractors shall be reported to the Department by designated institutional or school district personnel prior to the administration of the test.
  - d) In the event that test materials are determined to be missing while in the possession of an institution or school district, designated institutional or school district personnel shall investigate the cause of the

discrepancy and provide the Department with a report of the investigation within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence. Officials from the Department are authorized to conduct additional investigations.

- e) In those cases where the responsibility for secure destruction of certain test materials is assigned by the Department to designated institutional or school district personnel, the responsible institutional or school district representative shall certify in writing that such destruction was accomplished in a secure manner.
  - f) In those cases where test materials are permitted by the Department to be maintained in an institution or school district, the test materials shall be maintained in a secure manner as specified in the instructions provided by the Department. Access to the materials shall be limited to the individuals and purposes specified by the Department.
- 3) In those situations where an employee of the educational institution, school district, or contractor, or an employee of the Department suspects a student of cheating on a test or suspects other violations of the provisions of this rule, a report shall be made to the department or test support contractor, as specified in the test administration procedures, within ten (10) calendar days. The report shall include a description of the incident, the names of the persons involved in or witness to the incident, and other information as appropriate. Officials from the Department are authorized to conduct additional investigations.
  - 4) Violations of test security provisions shall be subject to penalties provided in statute and State Board Rules.
  - 5) School districts and public educational institutions under Section 1003.49, F.S., may contract with third-party contractors to administer and proctor statewide standardized assessments required under Section 1008.22, F.S., or assessments associated with Florida approved courses under Section 1003.499, F.S.
    - a) School districts and educational institutions must require the contractor to provide a safe and comfortable facility that does not interfere with a student's ability to demonstrate mastery on the tests.
    - b) School district or educational institution use of third-party contractors (including contracted affiliates, such as franchises) shall not relieve the district or institution of its obligation to provide access to statewide testing for Florida Virtual School or virtual charter school students pursuant to Sections 1002.33(20), 1002.37 and 1002.45(6)(b), F.S.
    - c) The contractor must adhere to all test administration and security protocols as prescribed by the Department pursuant to Section 120.81(1)(c), F.S., and shall be subject to all provisions of this rule.
    - d) The contractor must not collect nor maintain any student's personally-identifiable information beyond that required for test administration.
    - e) All technology used to administer computer-based tests must meet assessment technology guidelines and online test security requirements as prescribed by the Department pursuant to Section 120.81(1)(c), F.S.

*Rulemaking Authority 1001.02, 1003.49, 1008.23, 1008.24 FS. Law Implemented 1003.49, 1008.23, 1008.24 FS. History—New 7-5-87, Amended 10-26-94, 11-3-13, 1-7-16.*

## Appendix B

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### Agreements and Forms

**2019 Florida Standards Alternate Assessment—Performance Task  
Test Administration and Security Agreement**

**Florida Department of Education  
Bureau of K-12 Student Assessment**

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the Test Security Statute, Section 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment test. The rule prohibits activities that may threaten the integrity of the test. The Florida Test Security Statute and State Board of Education Rule are located in Appendix A of this manual. Examples of prohibited activities are listed below:

- § Revealing the passages, test items, or performance tasks prior to testing
- § Copying the passages, test items, or performance tasks
- § Interpreting test items or passages for students
- § Changing or otherwise interfering with student responses to test items
- § Causing achievement of schools to be inaccurately measured or reported

**All personnel are prohibited from examining or copying the test items and/or the contents of secure test materials. The security of all test content must be maintained before, during, and after the test administration. Please remember that after ANY administration, materials should be returned immediately to the school coordinator and placed in locked storage. Secure materials may not remain in classrooms or be taken out of the building overnight.**

The use of properly trained test administrators and proctors decreases the risk of test invalidation due to test irregularities or breaches in test security. Inappropriate actions by district or school personnel will result in further investigation, possible loss of teaching certification, and possible involvement of law enforcement agencies.

I understand that I must receive adequate training regarding the administration of statewide alternate assessments and must read the information and instructions provided in all applicable sections of the relevant test administration and procedural manuals, including the Florida Test Security Statute and State Board of Education Rule. I agree to follow all test administration and security procedures, applicable to my role, outlined in the manual, Statute, and Rule.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of statewide assessments or cause student achievement to be inaccurately represented.

\_\_\_\_\_  
*School Number and Name*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*



**Florida Standards  
Alternate Assessment**

— PERFORMANCE TASK —

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## Test Administrator Prohibited Activities Agreement

It is important for you, as a test administrator of a statewide assessment, to know that the following activities are prohibited. Engaging in such activities may result in an investigation, loss of teaching certification, and/or prosecution for violation of the law. Please read the following list of prohibited activities and sign your name on the signature line at the bottom of this page indicating that you understand these actions and their consequences.

I understand that before testing I may not:

- Leave test materials unattended
- Remove test materials from the school's campus (does not apply to hospital/homebound teachers)
- Copy, photocopy, scan, or photograph test content

I understand that during testing (including during breaks) I may not:

- Assist students in answering test items beyond the appropriate accommodations allowed in the administration of the assessment and utilized daily in classroom instruction
- Give students verbal cues (emphasizing the correct answer as it is read) or non-verbal cues (pointing at the correct answer)
- Rush students through the assessment
- Display or fail to cover visual aids (e.g., word lists, multiplication tables) that may help students
- Use my cell phone, check email, grade papers, or engage in other activities that could potentially distract students
- Leave the room unattended for any period of time
- Allow students to talk or cause disturbances while another student is being assessed
- Coach students during testing regarding test-taking strategies
- Administer the assessment to my family members

I understand that after testing I may not:

- Leave test materials unattended
- Remove test materials from the school's campus
- Change student answers
- Discuss the content of the test with anyone, including students or other school personnel
- Reveal the content of the test via electronic communication, including but not limited to email, text, or post to social media sites (Facebook, Twitter, Snapchat, Instagram, etc.)

Although there is a requirement to read test items, you may not reveal, copy, or share the items, or use the test content during instruction after testing.

*I acknowledge the information above and will not engage in any of the prohibited activities on this page.*

Print Name: \_\_\_\_\_ Certification Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this agreement to your school assessment coordinator.**





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**Test Materials Chain of Custody Form**

The following information must be collected for each test administration at your school. This form may be duplicated for use by grade level and/or maintained as an electronic file (blank form available at <http://www.fl-alt.com/materials>), but the content of this form may NOT be altered.

Contact your district assessment coordinator if you have any questions.

Your name (school assessment coordinator): \_\_\_\_\_

District name: \_\_\_\_\_

School number: \_\_\_\_\_

School name: \_\_\_\_\_

Location of locked storage room: \_\_\_\_\_

Names of people with access to locked storage room/location:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Date and time materials arrived at the school: \_\_\_\_\_

Date and time shrink-wrapped test material packages are opened: \_\_\_\_\_

Packages opened by: \_\_\_\_\_

Date and time materials are prepared: \_\_\_\_\_

Materials prepared by: \_\_\_\_\_

Date and time materials are packaged for return: \_\_\_\_\_

Materials packaged by: \_\_\_\_\_

Date and time materials are returned to the district: \_\_\_\_\_

## Appendix C

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### Signs

(Photocopy and use as needed)



**Florida Standards  
Alternate Assessment**  
— PERFORMANCE TASK —

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**TESTING**

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**PLEASE DO  
NOT DISTURB**

Electronic devices (with the exception of student assistive technology) are

**NOT** permitted during testing.

Use of such devices is cause for invalidation.

