

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
ASSESSMENT, RESEARCH, AND DATA ANALYSIS
DIVISION OF STUDENT ASSESSMENT AND EDUCATIONAL TESTING**

Spring 2019 Training Meetings for School Assessment Coordinators

Agenda

Florida Department of Education (FLDOE) Statewide and Districtwide Policies and Procedures

- Test Security Policies and Procedures
- Test Irregularities and Security Breaches
- Test Invalidation Policies and Procedures
- Paper-Based Materials Policies and Procedures
- Communicate to Parents/Guardians and Students

FSA Grades 4-6 ELA Writing, Grades 3-6 ELA Reading, Grades 3-6 Mathematics; and Grades 5 and 8 Science PBT Assessments

Paper-Based Test (PBT) Administration

- Students to be Tested
- Test Administration Manuals and Resources
- Test Administration Schedules and Session Lengths
- FSA Calibration Schools
- Accommodations
- Test Materials
- Student Demographic Information and PreID Labels
- Test Invalidations/Defective Materials Policies and Procedures
- School Assessment Coordinator Responsibilities Before, During, and After Testing

FSA Retakes, Grades 7-10 FSA ELA Reading, Writing, Mathematics, FSA End-of-Course (EOC); and Next Generation Sunshine State Standards (NGSSS) EOC CBT Assessments

Computer-Based Test (CBT) Administration

- Students to be Tested
- Test Administration Manuals and Resources
- Test Administration Schedules and Session Lengths
- FSA Calibration Schools
- Accommodations
- Test Materials
- Student Demographic Information and Verifying/Managing Student Information
- School Assessment Coordinator Responsibilities Before, During, and After Testing

Test Distribution Center (TDC)

- TDC Resources
- How to Order Additional Materials
- 12 Steps to Return Secure Materials to the Vendors
- Common Packing Errors to Avoid
- Packing and Returning DAC AR and SWR Boxes