Spring 2020 Training Meetings for School Assessment Coordinators

**Agenda**

*Florida Department of Education (FDOE) 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 Testing Policies 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
- Prepare Materials for Returns
- Common Packing Errors to Avoid
- Packing and Returning DAC AR and SWR Boxes