

**SPRING 2011 FLORIDA
END-OF-COURSE (EOC)
COMPUTER-BASED TEST (CBT)
ALGEBRA 1,
BIOLOGY 1 AND GEOMETRY FIELD TESTS (FT)
TRAINING PACKET**



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

Miami-Dade County Public Schools

**SPRING 2011 FLORIDA EOC CBT ALGEBRA 1, AND BIOLOGY 1 AND GEOMETRY 1 AND GEOMETRY FIELD TESTS (FT) ADMINISTRATION
SCHEDULE OF ACTIVITIES**

	School Assessment Coordinator	Technology Coordinator
Feb 24 -April 4	Complete Final Certification Tool - EOC Survey https://app1.fldoe.org/EIAS/CBTSurvey/	Complete Technology Readiness Activities and inform the School Assessment Coordinator. Select Proctor Cache Computer. Install software and configure to PearsonAccess.
March 8	Carry out district-wide Infrastructure Trial.	Carry out district-wide Infrastructure Trial.
March 22, 23, or 24	View mandatory EOC Algebra 1, Biology 1 FT, and Geometry 1 FT District / School Assessment Coordinator Pearson Trainings.	-
March 29, 30, or 31	-	View EOC Algebra 1, Biology 1 FT, and Geometry 1 FT School Technology Coordinator Pearson Trainings.
April 5 -29	Create accounts for proctors in Pearson site (operational). Create or reset your password for each Pearson site (operational and training center).	Create or reset your password for each Pearson site (operational and training center).
April 12-29	<u>Biology 1 FT or Geometry FT (Selected Schools):</u> Verify student information. Complete scheduling activities. Print Student Authorization Tickets and Session Rosters.	Set up student workstations. Establish URL links. Install visual barriers.
April 26 or 28	Attend mandatory EOC Algebra 1, Biology 1 FT, and Geometry FT School Assessment Coordinator Training.	*
April 29 – May 13	Complete training test administrators and proctors. Provide Technology Coordinator a list of all test sessions at the school.	Configure browser setting for the Proctor Cache computer and cache test content.
May 2-6	Manually start Biology 1 FT or Geometry FT test sessions. Resume test sessions, as required. Monitor test sessions.	Run Proctor Caching during testing. Assist test administrators during testing.
May 2-13	<u>Algebra 1:</u> Verify student information. Complete scheduling activities. Print Student Authorization Tickets and Session Rosters.	Set up student workstations. Establish URL links. Install visual barriers.
May 5-6	Mark Biology 1 FT or Geometry FT test sessions complete and stop test sessions. Invalidate student results, if applicable and record accommodations. Delete PDF copies of the Student Authorization Tickets and Session Rosters from your computer. Verify software removal. Complete CBT School Assessment Coordinator Comment Form online.	Purge Biology 1 FT or Geometry FT test content from Proctor Caching stations after testing. Complete the CBT School Technology Coordinator Comment Form online.
May 16-27	Manually start Algebra 1 test sessions. Resume test sessions, as required. Monitor test sessions.	Run Proctor Caching during testing. Assist test administrators during testing.
May 26-27	Mark Algebra 1 test sessions complete and stop test sessions. Invalidate student results, if applicable, and record accommodations. Delete PDF copies of the Student Authorization Tickets and Session Rosters from your computer. Verify software removal. Complete CBT School Assessment Coordinator Comment Form online.	Purge Algebra 1 EOC test content from Proctor Caching station after testing. Complete the CBT School Technology Coordinator Comment Form online.

*It is strongly suggested that the Technology Coordinator at K-8 Centers and Middle Schools attend the EOC School Assessment Coordinator Training.

EOC SAMPLE PARENT LETTER (ENGLISH VERSION)

{Date}

Dear Parent/Guardian,

Florida will be utilizing computer-based testing (CBT) to administer new End-of-Course assessments beginning this year. As such, this letter serves as notification that your student will be given the CBT for the [Algebra 1 EOC Assessment/Biology 1 Field Test/Geometry Field Test]. Your child's school will administer the test(s) on [add administration day(s)/date(s)].

While this is the first year Florida will administer statewide computer-based assessments, the specific software being used has been successfully proven through more than five million tests in seven other states over the past four years. Additionally, your student [will have/has had] an opportunity to participate in a practice test to become familiar with the software, item types, and online tools they will encounter and use during testing.

If you or your student would like to review the practice test at home, you can download instructions and a practice test (called an "ePAT") at www.FLAssessments.com/ePAT. You will also find a "Script for Administering the ePAT" that is read aloud to students during scheduled practice tests. The script includes a thorough walk-through of the software interface and instructions for using each of the online tools. Your student may practice as often as is necessary prior to testing.

We appreciate your assistance in ensuring a successful CBT administration this spring. If you have any questions related to this test administration, you may contact [School Contact] at [Contact Info]. You may also access additional information regarding computer-based testing at the Florida Department of Education's website at <http://fcit.fldoe.org/fcat2/cbt.asp>.

Sincerely,

[Principal Name]

EOC SAMPLE PARENT LETTER (SPANISH VERSION)

[Fecha][Date]

Estimado padre de familia/tutor:

Comenzando este año, el estado de la Florida estará usando las pruebas por computadoras (computer-based testing, CBT por sus siglas en inglés) para aplicar las evaluaciones de Fin-de-Curso (End of Course, EOC por sus siglas en inglés). Por lo tanto, le notificamos que su hijo recibirá la prueba CBT para la [Evaluación de EOC de Álgebra 1/Examen de Práctica de Biología 1/ Examen de Práctica de Geometría]. La escuela de su hijo ofrecerá el/los examen/es el [add administration day(s)/date(s) (write in number format (MM/DY/YY so it does not have to be written in Spanish)].

Aunque esta es la primera vez que la Florida impartirá estas pruebas en computadoras en todo el estado, el programa específico que se usa para las mismas ha sido probado con éxito por más de cuatro años en más de cinco millones de pruebas en otros siete estados. Además, su hijo [tendrá/ha tenido] una oportunidad de participar en una prueba de práctica para familiarizarse con el programa, tipos de preguntas y herramientas que puede encontrar y usar “en línea” durante las pruebas.

Si usted o su hijo desean practicar la prueba en casa, pueden obtener una prueba de práctica e instrucciones llamada “ePAT” en www.FLAssessments.com/ePAT. También encontrará un “Libreto para impartir el ePAT” (“Script for Administering the ePAT”) el cual se lee en voz alta a los estudiantes durante el horario de las pruebas de prácticas. Este libreto incluye una explicación detallada de cómo funciona el programa e instrucciones para el uso de cada una de las herramientas que encontrará “en línea”. Su hijo puede practicar tantas veces como sea necesario antes de la prueba.

Le agradecemos su ayuda para asegurar el éxito de las pruebas CBT esta primavera. Si usted tiene cualquier pregunta sobre esta prueba, puede hablar con [School Contact] al [Contact Info]. Puede obtener más información sobre las pruebas por computadoras en la página web del Departamento de Educación de la Florida en: <http://fcats.fldoe.org/fcat2/cbt.asp>.

Atentamente,

EOC SAMPLE PARENT LETTER (HAITIAN-CREOLE VERSION)

[Date]

Chè Paran/Gadyen,

Florid pral itilize “computer-based testing (CBT)” (egzamen ki baze sou òdinatè) pou li administre nouvo evalyasyon Fen-yon-Kou kòmanse ane sa a. Konsa, lèt sa a ap sèvi kòm avi elèv ou a pral resevwa CBT a pou [Evalyasyon Aljèb ‘1 EOC’/Egzamen Biyoloji ‘1 Field’ /Egzamen Jewometri ‘Field’]. Lekòl pitit ou a ap administre egzamen yo [add administration day(s)/date(s)].

Pandan se premye ane Florid ap administre evalyasyon ki baze sou òdinatè atravè eta a, pwogram espesifik y ap itilize a fè prèy li reyisi atravè plis pase senk milyon egzamen nan sèt lòt eta nan kat dènye ane yo. Anplis, elèv ou a [pral gen/te gen] yon opòtinite pou li patisipe nan yon pratik sou yon egzamen pou l vin fanmi avèk pwogram nan, kalite atik yo, ak zouti Entènèt yo pral rankontre e itilize pandan egzamen an.

Si oumenm oubyen elèv ou a ta renmen revize egzamen pratik la lakay, ou ka pran enstriksyon yo e yon pratik egzamen (yo rele “ePAT”) nan www.FLAssessments.com/ePAT. W ap jwenn tou yon “Script for Administering the ePAT” (Tèks pou Administre ePAT la) yo li awotvwa pou elèv yo pandan egzamen pratik yo pwograme yo. Tèks la gen ladan yon eksplikasyon konplè sou eleman pwogram nan ak direktif pou sèvi ak chak zouti Entènèt yo. Elèv ou a ka pratike toutotan li vle anvan egzamen an.

Nou apresye asistans ou nan asire yon administrasyon CBT ki byen reyisi pandan prentan sa a. Si w gen nenpòt kesyon ki gen pou wè ak administrasyon egzamen sa a, ou ka kontakte [School Contact] nan [Contact Info]. Ou ka jwenn plis enfòmasyon tou konsènan egzamen ki baze sou òdinatè a nan paj Entènèt Depatman Edikasyon Florid la nan <http://fcat.fldoe.org/fcat2/cbt.asp>.

Sensèman,

[Principal Name]

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Summary of the Spring 2011 Florida End-of-Course (EOC) Computer-Based Tests (CBT) Algebra 1, and Biology 1 and Geometry Field Tests (FT) Administration Procedures

NOTE: THIS MATERIAL DOES NOT COVER EVERY ASPECT OF THE SPRING 2011 FLORIDA EOC CBT ALGEBRA 1, BIOLOGY 1 FT, AND GEOMETRY FT ADMINISTRATIONS; IT HIGHLIGHTS PROCEDURES THAT ARE SPECIFIC TO THE TEST ADMINISTRATIONS IN MIAMI-DADE COUNTY PUBLIC SCHOOLS. SCHOOL ASSESSMENT COORDINATORS ARE RESPONSIBLE FOR FOLLOWING THE ADMINISTRATION PROCEDURES SPECIFIED IN THE TEST ADMINISTRATION MANUAL.

SPRING 2011 FLORIDA END-OF-COURSE ASSESSMENTS

The Spring 2011 Florida EOC Algebra 1 assessment will be administered in K-8 centers, middle schools, senior high schools, alternative centers, and adult centers to eligible students during the weeks of May 16 – 27, 2011. The EOC Algebra 1 assessment is a Computer-Based Test (CBT), and all eligible students will be participating using the CBT platform with the exception of ESE or 504 students who require paper-based or computer-based accommodations documented on an IEP or 504 plan. Please note that accommodated CBT test forms are not available for this administration, so paper-based accommodations will be provided for these students.

The administration of the Biology 1 Field Test (FT) and Geometry FT will be implemented May 2 – 6, 2011 in M-DCPS locations that were selected by the Florida Department of Education (FLDOE). Selected schools will administer only one of the two field tests either Biology 1 or Geometry. The EOC Biology 1 FT and Geometry FT assessments are designed to gather data on items that will be used in future operational EOC assessments. Student results will not be reported for the field test.

For the administration of the EOC Biology 1 FT or Geometry FT, all eligible students will be participating in the computer-based administration only; paper-based accommodated forms will not be available for the field tests. In addition, computer-based accommodated forms are not available during this administration. Students requiring paper-based versions or computer-based accommodated forms will not be required to participate.

All eligible students must complete a practice session for the specific test(s) they are scheduled to take (Algebra 1, and Biology 1 FT or Geometry FT) prior to the administration of the operational test(s). Note ePat scripts are available for each subject area in the 2011 Florida Algebra 1, Biology 1 Field Test, Geometry Field Test End-of-Course (EOC) Assessments Test Administration Manual (*EOC TAM*).

ROLES AND RESPONSIBILITIES FOR IMPLEMENTING THE FLORIDA EOC ASSESSMENT PROGRAM AT SCHOOL SITES

School administrators, teachers, and other school staff shall all be made aware of their professional obligations with regard to testing programs. The general roles and responsibilities of the principal, school assessment coordinator, school technology coordinator, test administrator, and proctor in the implementation of assessment programs are described in the guidelines for administration of the EOC assessments found in the test administration manual. In addition, the following section summarizes those responsibilities.

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) at the conclusion of each testing program, to certify that the test administration was conducted in accordance with the district's established guidelines and procedures.

School Assessment Coordinator

School assessment coordinators administering the EOC assessments are responsible for completing the *2010-2011 Computer-Based Assessments (FCAT and EOC) Final Certification* survey online at <https://app1.fldoe.org/EIAS/CBTSurvey/>, training test administrators and proctors, verifying and managing student information, scheduling students into test sessions and classes, printing Student Authorization Tickets and Session Rosters, starting and stopping test sessions, resuming students, invalidating tests, scheduling make-up sessions, and recording accommodations used by the students. On the day of testing, school assessment coordinators must also provide test administrators with Student Authorization Tickets and Session Rosters and monitor test administration. All Student Authorization Tickets, Session Rosters, and used Florida Computer-Based Testing Work Folders are secure documents that must be collected at the end of each test session and disposed of in a secure manner. These responsibilities are outlined in the *EOC TAM*.

Technology Coordinator

The technology coordinators will assist the school assessment coordinator in the implementation of the computer-based test administration. They are responsible for preparing computers and assisting test administration staff during the administration sessions to assist with any technical difficulties that may develop. The technology coordinator will ensure that all computers meet the minimum system requirements for proper installation, and complete the Technology Readiness Checklist as stated in the *EOC TAM*. They will also download and install test content on a Proctor Cache Computer and monitor system usage during the administration. At the conclusion of testing, the technology coordinator must purge test content from the proctor caching computers. Full responsibilities are outlined in the *EOC TAM*.

Test Administrator

The test administrator is responsible for directing and conducting student testing sessions, as specified in the test administration manuals and training packets. Primary responsibilities include: attending required training sessions; establishing appropriate conditions in the testing room; maintaining required administration information, distributing and returning student test materials; accounting for all assigned materials; strictly adhering to test scripts and directions; actively monitoring students during the testing session; and following security procedures to ensure a standard administration. Before testing, each computer-based testing room must be properly prepared for the assessment. A visual barrier should be placed between computers so that students cannot view other students' answers on the screen. Also, test administrators must distribute the correct Student Authorization Ticket to each student and return the signed tickets after administration. Test administrators may also receive an account in PearsonAccess to resume students that exit intentionally or unintentionally during testing. Only certificated administrative and instructional employees (e.g., teachers, counselors, media specialists) who have received appropriate training for a particular test may serve as test administrators.

Proctor

The proctor is responsible for actively monitoring the testing session and for assisting the test administrator in managing the session and maintaining test security. Administrative, instructional, non-instructional, and paraprofessional employees who have received appropriate training for a particular test may serve as proctors. However, non-certificated employees may only assist in distributing and collecting student test materials under the direct supervision of a certificated test administrator, and may not administer the test, read test scripts, or have sole responsibility for the test materials. In addition, parents or other community volunteers who are trained in proctoring and test security may serve as test proctors, but **proctors who are not employees may not handle any test materials or be left alone with students or test materials at any time.** Note that proctors may not be assigned to proctor in a family member's classroom or at the same grade level as the family member.

Relief Staff

Relief staff who may serve in classrooms in the temporary absence of the regular test administrator or proctor must meet all of the requirements specified for the applicable role, and must have received appropriate training related to test administration and test security procedures.

ASSIGNMENT AND TRAINING OF TEST ADMINISTRATORS AND PROCTORS

Who may serve as test administrators? Certified instructional staff (e.g., teachers, counselors, media specialists) who have received appropriate training related to procedures for administering the EOC assessments, 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 EOC assessments, and the test security procedures may serve as proctors.

Required Ratio for End-of-Course (EOC) Administration

	Ratio*
Paper-Based	1:30
Computer-Based	1:25

*Adult (proctor or test administrator) to student ratio.

Use of Non-School Personnel as Proctors

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

- Non-school system personnel may not handle or distribute secure test materials;
- Non-school system personnel may not hand-grid student answer documents;
- 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 End-of-Course Assessments* (Attachment C) and the *Florida EOC Test Administration and Security Agreement* (Appendix C of the manual).

All test administrators and proctors must be informed of their duties and all applicable security procedures and policies. The attached document, *Test Administrators' Responsibilities: Maintaining Test Security Before, During, and After the Florida EOC Assessments* (Attachment D) is provided for use in training test administrators and proctors in maintaining test security.

DISTRICT MONITORING OF FLORIDA END-OF-COURSE ADMINISTRATIONS

In order to ensure that the 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 EOC 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.

SCHEDULING STUDENTS INTO CLASSES AND SESSIONS

For the EOC administrations, all eligible schools, except Adult Education Centers, will have pre-identified student information available online for students that were enrolled at the school as of **April 1, 2011**. Verify the information on the computer against the student information database. If the Student Name or Student Florida ID Number is incorrect in PearsonAccess, student(s) must be deleted and reentered with the correct information.

Please note that PreID labels will be provided for eligible students with paper-based accommodations only to be used for the Algebra I EOC. A Pre-ID Roster, which lists the students for whom a Pre-ID label is provided, will be included in each school's shipment. The Pre-ID Roster should be verified against a school-generated list of eligible students.

Schools should add any new students who enrolled after **April 1, 2011**, and are eligible based on the students to be tested requirements for each assessment *EOC TAM*, pages 3-6). Students may be added to the PearsonAccess site according to directions in the *EOC TAM* (operational site only).

Adult Education Centers must manually add students who are eligible to be tested and may use the Florida EOC Assessments Registration Form (Attachment A) to collect

student registration information. Students must be added to the PearsonAccess operational site only, according to directions in the *EOC TAM*.

PREPARING CBT TEST SESSIONS AND PRINTING STUDENT AUTHORIZATION TICKETS AND SESSION ROSTERS

Computer-based testing activities including scheduling students and test sessions will be managed on PearsonAccess. Student information was uploaded to PearsonAccess based on student data as of April 1, 2011. Any student enrollment changes after **April 1, 2011** must be added and/or deleted to PearsonAccess.

School assessment coordinators must create test sessions in PearsonAccess, verify student information, and maintain a list of all test sessions to provide to the technology coordinator. The technology coordinator must cache test content for all test sessions and ensure that Proctor Caching is running for these sessions prior to the first day of testing.

School assessment coordinators will print Student Authorization Tickets (see sample Attachment F) for every student which will enable the student to log into a test. Each authorization ticket is a secure test document which contains the TestNav URL, the student's unique Login ID, and a test code (password). The school assessment coordinators must also print Session Rosters (see sample Attachment F) (list of students tested in the same test session) which may be used to collect the required administration information. **The tickets and rosters are secure documents and must be placed in a secure limited access location.**

SPECIAL PROGRAM STUDENTS

Students from special programs (**Home Education and Miami-Dade Online Academy Program**) will test at their assigned school only for the Algebra 1 EOC administration. All special program students who are eligible for the Algebra 1 EOC assessment will be set up in PearsonAccess by District staff. Student Authorization Tickets will be sent via ZAP Delivery Services to principals at the schools where these students will test. Please note that Student Authorization Tickets are secure documents and must be kept in a locked, limited access location as with any secure test documents.

School assessment coordinators will assign a testing room and distribute the provided Student Authorization Tickets to the registered special program students. Students will use the provided ticket with the unique Login ID and test code to log into TestNav from their assigned school.

Please note: if a special program student is disconnected during a computer-based test administration, the school assessment coordinator must contact the District to be "Resumed" at 305-995-3660. Please have the student's first and last name, program name, and grade level available, to enable District staff to resume a student's test session.

REQUESTING ADDITIONAL TEST MATERIALS

K-8 centers, middle schools, senior high schools, and alternative education centers will be receiving allocations of Spring 2011 Florida End-of-Course materials based on the number of students enrolled at the school as of April 1, 2011.

ZAP Delivery Services delivered 2011 Florida Algebra 1, Biology 1 Field Test, Geometry Field Test End-of-Course (EOC) Assessments Test Administration Manual and Florida Computer-Based Work Folders from April 4-7, 2011. In addition, the paper tests and the PreID student labels for eligible students are scheduled to be delivered via Zap Delivery Services on April 25-28, 2011. Schools will need to receive and securely store these materials. If any additional materials are needed, contact the Test Distribution Center, at 305-995-3743.

Adult education centers reported the number of Florida Algebra 1 EOC test materials needed, which were made available for pick-up at TDC at 13135 SW 26 Street, Miami, Florida, on Monday, April 11, 2011, between the hours of 7:30 a.m. and 3:30 p.m.

MATERIALS PROCEDURES

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

- When the EOC assessments materials are received, immediately **verify the counts** of materials received against the **packing list**. Note a pre-populated Administration Record / Security Checklist will not be available for the computer-based EOC assessments.
- Call **Student Assessment and Educational Testing at 305-995-7520** immediately, if there are any irregularities or discrepancies in your shipments or if you need additional materials.
- Only the school test coordinator and persons designated by the school site administrators may prepare test materials. All handling, including affixing of labels and hand-gridding, must be done in a limited-access area, supervised at all times. Students are **not** permitted to assist in this process or to handle test materials before or after testing.
- All test materials, including Student Authorization Tickets, Session Rosters, Florida Computer-Based Testing Work Folders, approved calculators, reference sheets, and periodic tables 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.

PREPARING EOC ASSESSMENTS MATERIALS FOR RETURN TO THE TEST DISTRIBUTION CENTER

For schools returning any used and unused paper-based accommodated Algebra 1 EOC materials for ESE, the “*Friendly Reminder*” (Attachment G) provides 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 the Spring 2011 Algebra 1 EOC test administration, **schools with paper-based accommodation materials for ESE are to hand-deliver all test materials**, including materials for visually impaired students (Adult Centers include calculators) to TDC, by 3:30 pm on Tuesday or Wednesday, **May 31 – June 1, 2011**.

The Student Authorization Tickets will remain at the schools for one calendar school year.

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 *Spring 2011 EOC Session Rosters* must be used to capture all required administration information. The *Spring 2011 EOC Session Rosters* will be available at www.PearsonAccess.com.
- The *Florida EOC Administration and Security Agreement* (Appendix C in manual) must be read and signed by district and school staff certifying that test administration and security procedures will be followed as outlined in the Florida Test Security Statute and Rule.
- The *Spring 2011 Florida EOC Assessments Security Log* (Appendix C in manual) must be completed during testing by personnel (test administrators, proctors, relief staff, etc.) assigned to monitor a testing room for any length of time.
- Attendance rosters, seating charts, and test group codes define groups tested together and help to maintain a record of student room assignments. Test group codes must be used for **all testing groups for the Spring 2011 EOC assessments administrations**. Additionally, the use of seating charts or

recording of specific seat assignments is strongly recommended. A sample seating chart is provided as Attachment E.

- 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 the test administration was supervised by the school principal in accordance with the District's established guidelines and procedures.

ATTACHMENT A

Miami-Dade County Public Schools

Florida End-of-Course Assessments Registration Form

Florida Student ID#

ISIS Student ID # (if applicable)

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Student Last Name (all caps)

First Name

Middle Initial

Phone#

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Adult Center (Test Center) _____ **Adult Center #** _____

EOC Administration **FALL** **SPRING** **Year** _____ **Subject** _____

Date of Birth ____/____/____

Gender **Male** **Female**

Grade (check one) **10** **11** **12** **13th Yr.** **Adult**

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

Race (check all that apply) **American Indian/Alaskan Native** **Asian**
 Black or African American **Native Hawaiian / Pacific Islander** **White**

Class Name (all caps) _____ **Online Indicator** **Yes** **No**

Are you a first time test taker? **Yes** **No**

Individuals other than regularly enrolled students who intend to take the EOC assessment and who have a diagnosed disability may also be entitled to certain test modifications. 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** **Photo attached to this form** **Other (specify)** _____

Student Signature at Registration	Date	Counselor or School Assessment Coordinator
Student Signature at Entrance to Reading Session	Date	Counselor or School Assessment Coordinator
Student Signature at Entrance to Mathematics Session	Date	Counselor or School Assessment Coordinator

***ePat Practice Tests are available at www.FLAssessments.com/ePat.**

ATTACHMENT B

MIAMI-DADE COUNTY PUBLIC SCHOOLS SCHOOL PROCEDURAL CHECKLIST

Spring 2011 Florida End-of-Course Assessment TESTING PROGRAM

Documentation that the **EOC assessment** 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 Coordinator Only box and retain a copy at the school for 1 year following administration. If any item was marked "No", a written report of any exceptions to the above procedures must be attached to this checklist when submitted.

We certify that, to our knowledge, all guidelines and procedures outlined in the **Spring 2011 Florida EOC** Program Guide/Test Administration manual have been strictly adhered to at this school, and that each of the following specific processes has taken place as prescribed; as noted below:

- | Yes | No | |
|-----|-----|---|
| ___ | ___ | All Spring 2011 Florida EOC 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 Spring 2011 Florida EOC materials to conduct testing. |
| ___ | ___ | Prior to the test administration, all staff involved in the Spring 2011 Florida EOC 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 booklets either in a faculty meeting, a grade group or department meeting, or individually, if absent from scheduled group meetings. |
| ___ | ___ | The Spring 2011 Florida EOC was administered following the explicit directions stated in the appropriate grade level test administration manual to assure test standardization. |
| ___ | ___ | Following testing, all test materials were accounted for according to the guidelines in the Spring 2011 Florida EOC manual. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing. |
| ___ | ___ | All "To Be Scored" materials were delivered to their prescribed destination on the designated date(s). |
| ___ | ___ | All "Not To Be Scored" materials and District Assessment Coordinator Only box were delivered to their prescribed destination on the designated date(s). |

Principal's Signature

Date

School Assessment Coordinator's Signature

Date

School Name

School Number

If any item was marked "No", a written report of any exceptions to the above procedures must be attached to this checklist when submitted.

FM-6927 Rev. (02-10)

ATTACHMENT C

VOLUNTEER RESPONSIBILITIES WHILE ASSISTING WITH THE FLORIDA END-OF-COURSE ASSESSMENTS AND SECURITY AGREEMENT

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

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

Any person who violates this section is guilty of a misdemeanor of the first degree, punishable by a fine of not more than \$1,000 or imprisonment for not more than 90 days, or both.

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

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

- Non-school system personnel may not handle or distribute secure test materials;
- Non-school system personnel may not hand-grid student answer documents;
- Non-school system personnel may not answer student questions.
- 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.

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

Volunteer's Signature

Date

Name Printed

Principal (or Designee's) Signature

School Name/School Number

ATTACHMENT D

TEST ADMINISTRATORS' RESPONSIBILITIES MAINTAINING TEST SECURITY BEFORE, DURING, AND AFTER THE FLORIDA EOC ASSESSMENTS

This material does not cover every aspect of the Florida End-of-Course Assessment administration. Rather, it highlights procedures to be followed in order to maintain test security during a testing session. Persons serving as test administrators or proctors for the Florida EOC assessments **must** attend a training session conducted at their school or center and must review the Florida EOC Assessments *Test Administration Manual* and the District's *Standards, Guidelines, and Procedures for Test Administration and Test Security*. **Test irregularities must be reported immediately to a school administrator.**

Preparing for the Assessment

1. Test administrators and proctors **must** be familiar with the test security procedures and administration directions prior to the actual test administration. Each test administrator **must** be provided with a test manual containing the security procedures, the administration directions, and the script to be read to students. Test administrators **must use the manual** to administer the test.
2. Test administrators and/or proctors **must not** have access to the test booklets until the day of testing.
3. For paper-based administrations, there **must** be one adult (test administrator) for every 30 students. Note for computer-based tests (CBT) the ratio of student per adult is smaller (i.e. 25 students / 1 test administrator).
4. Test administrators **must not** look at or review any test content (i.e., prompt, passages, test items, mathematics problems, etc.) before, during, or after the test session.
5. The test booklet **must not** be opened or the seal broken (if seal is present) before testing begins.
6. All classroom materials that might provide clues to students (e.g., maps, math formulas, word walls, multiplication charts) **must** be removed from the test room, or covered, prior to testing.
7. Test materials **must** be readily available, inventoried, and organized for easy test administration. Test administrators **must** ensure that they have sufficient materials to test their assigned students.
8. Seating should be adequately arranged and spaced to discourage cheating. The use of seating charts to plan and record student seat assignments is strongly recommended.
9. For CBT test sessions, ensure that all software applications, including Internet browsers, are closed on all student workstations before the test session begins.

****Students should be discouraged from bringing any materials into the classroom other than pencils and erasers. All materials must be placed under the students' desks during testing. Specifically, possession of all electronic devices, including telephones, pagers, electronic translators, organizers, etc., is a cause for invalidation. Any such devices must be turned off and stored out of "arm's reach" during testing. Approved calculators are the only devices students may use during the test. The test administrators, proctors, and school staff must also turn off and put away all electronic devices.***

Conducting the Assessment

10. Test administrators and/or proctors **must** have a roster of students assigned to their room for the test administration. Test administrators and/or proctors **must not** admit students into the testing room unless their names are on the roster of students for that room. The test administrator or proctor **will** check student photo identification (e.g., driver's license or school identification) as students enter and exit the testing room.
11. The test administrator will take roll on each day of testing by writing the date tested next to each student's name or by placing a check mark under the appropriate date and subtest column on the student roster. The school assessment coordinator at your school will have instructed you on the use of the roster at your training session.
12. For paper-based testing, the test administrator 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.
13. 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.
14. All testing materials including paper test booklets, answer documents, Florida Computer-Based Testing Work Folders, Student Authorization Tickets, approved calculators **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.**
15. For paper test materials, test administrators are to record the test booklet number assigned to each student as they are handed out to each student.
16. All testing materials, including approved calculators, should be secured immediately, out of reach of students. **Do not leave test booklets, Student**

Authorization Tickets, or Session Rosters on top of a desk or table or anywhere that is accessible to students (even if test administrators and/or proctors are in the room).

17. Test administrators **must** read the appropriate script for administering the Florida End-of-Course assessments as it is presented in the test administration manual. There are a number of different scripts.
 - The Algebra 1 EOC Assessment (Regular Print Paper-based Accommodations Only) script is presented in the Spring 2011 EOC Accommodations Guide, pages 22-36.
 - The Algebra 1, Biology 1, and Geometry Practice Test (ePat), scripts are presented in the 2011 Algebra 1, Biology 1 FT, Geometry FT, EOC Assessments Test Administration Manual (*EOC TAM*), pages 22-42.
 - The Algebra 1 EOC Assessment (CBT), Biology 1 FT (CBT), and Geometry FT (CBT) scripts are presented in the *EOC TAM*, pages 43-67.
18. For all subjects the FLDOE requires a test group code, the school assessment coordinators must create and assign test group codes. Test administrators must ensure that students mark the appropriate class test group code on the test document (paper-based) or enter the test group code after the “Welcome” screen (CBT), as directed.

<p><i>Security measures implemented for Computer-Based Testing parallel those for paper-based administration. Test Administrators and/or proctors must actively monitor the testing session.</i></p>

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 students when distributing Student Authorization Tickets.
21. Student Authorization Tickets and Session Rosters are secure test documents, and must be kept in locked, limited access location.
22. During test sessions, unused tickets must be secured (i.e., not left on a desk, podium within reach of students).
23. Procedures must be implemented to contact the school assessment coordinator during a session in case a student is disconnected from the session and must be resumed.
24. If test administrators are given access to PearsonAccess to resume test sessions, an additional proctor should be assigned to the testing room.

25. If a student must be excused for a short break, **it permissible to turn off the monitor** so that the screen cannot be viewed, rather than exiting the test session.
26. Remember, the Florida End-of-Course assessments are secure tests. Neither test administrators nor proctors may read the items before, during, or after the test administrations. The content of the test is not to be reviewed or discussed with students, staff, parents, or community members at any time before, during, or after the test.
27. The test items may not be copied or retained in any way for future use. Students are not to be questioned or “debriefed” on test content or test items at any time, nor may any test items or test content be reviewed with students after the test.
28. Students may not go back to a section of the Florida EOC 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 PearsonAccess tools or answering test questions by anyone, including persons administering or proctoring the test.
30. Students are **NOT** permitted to use notes, electronic devices, or any other materials during the assessment. However, ELL students **may** have access to a heritage-language-to-English dictionary (no definitions); according to the guidelines set forth in Appendix A of the Test Administration Manuals. Proctors should check these books to ensure that there are no notes or other materials inside them.
31. Each ESE student **must** be provided with the appropriate and allowable accommodations delineated in his/her IEP. Only those accommodations delineated for each student may be provided for that student.
32. The test administrators and/or proctors are **required** to walk around the room and maintain their attention on the students to prevent cheating and to ensure that students are working in the correct section.

In the event of a cheating invalidation, the test administrator and/or proctor is required to report the incident immediately to the school assessment coordinator and the school administration and to document the incident thoroughly.

33. If a student needs to leave the room during a paper-based test session, all testing materials including approved calculator (as eligible) 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. 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.
36. If there is an extended break during a CBT test session (such as a lunch break), students must exit the TestNav system by clicking the X or the red circle in the top corner of the screen and clicking Yes, exit the test, then clicking Yes once more. If the student exits the system, he or she must be authorized to resume testing. Students **MUST NOT** submit their responses for a break, or the test session cannot be resumed.
37. 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.
38. Do not merge small testing groups with assigned test group codes if extended time is allowed.

Concluding the Assessment

39. At the conclusion of testing, all test materials are to be collected from each student **individually**.
40. For paper-based administrations, the test administrator should make sure the student's name appears on the test-and-answer booklet / folder and that the correct booklet number has been recorded for that student. The student name must be identical to the one on his/her student ID. At this time, the test administrator **must** verify that **the student** has completed the student name, school name, district name, and test group code as specified in the test script, and that the accommodation, demographic, or "DNS" bubbles **have not** been filled out inappropriately. Any errors or discrepancies must be reported to the school assessment coordinator at the time the materials are returned after testing.
41. **Used test and answer booklets / folders collected from students must not be placed where they are accessible to the other students still remaining in the room.**
42. The test administrator should verify that students have signed their Student Authorization Tickets and individually collect any Florida Computer-Based Testing Work Folders, Student Authorization Tickets, approved calculators, reference sheets, and periodic tables.

43. Make sure that each computer displays the desktop. Assist any students who needs help submitting the test.
44. 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.
45. As soon as the last student has completed the assessment or when time is up, the test administrator should account for all the testing materials (Florida EOC assessments test booklets, Florida Computer-Based Testing Work Folders, Student Authorization Tickets, approved calculators, reference sheets, and periodic tables that were assigned to him/her for that test session. Any discrepancies must be reported to the school assessment coordinator **immediately**.
46. No student should be permitted to leave the testing room until it has been verified and documented that all his/her testing materials (test booklets and / or answer booklets, approved calculators, as applicable) have been returned to the test administrator. Test administrators must verify that each student returned each type of secure testing document on the 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.
47. Ensure that all accommodations actually used by each student are included in your required administration information. These accommodations will be added to the student profiles in the computer.
48. 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.
49. 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

Sample Seating Chart

School _____ Teacher _____

Room # _____ Test _____ Date _____

ATTACHMENT F

Electronic Test – Student Authorization Ticket

Florida

Session Name: PT Algebra 1 EOC
Location: Room 101
Test: Algebra 1

AZLAST, AZFIRST
Date of Birth: | **ID:** XXXXXX3496

Student Signature: _____

You will need the following information in order to access the test on the computer.

URL: <http://www9.etest.pearson.com/FL>
Login ID: 5775522478
Test Code: JDS5WZ

Session Roster							
Test Administration:	Spring 2011 EOC	Scheduled Start Date:	01/18/2011				
Test Session Status:	Started	Scheduled Start Time:	01:00 AM				
Session Name:	AIQ_ALGEBRA_1	Actual Start Date:	01/20/2011				
School:	AIQ PUBLIC SCHOOL 2 (821236)	Actual Start Time:	03:21 PM				
Test to be Administered:	Spring 2011 ALGEBRA 1						
Read Aloud:	No						
Form Group Type:	SEE BELOW						
Test Code:	CUGXXM						
							Results: 7
Student Name	Student ID	Class	Status	Form/Form Group Type	Login ID	*Attend.	Accommodations
ALTDISTR, DISTA P	1313000032	RRTDICK	Exited	2	4185387923		
LARGEPRINT, LARGEPRINT R	1313000030	RRTCODE	Exited	2	0608216054		

ATTACHMENT G

“FRIENDLY REMINDER” FROM THE TEST DISTRIBUTION CENTER (TDC)

SPRING 2011 ALGEBRA 1 END-OF-COURSE (EOC) ASSESSMENT MATERIALS RETURN

Detailed instructions regarding the packaging and return of Algebra 1 EOC Assessment test materials will be included in the Spring 2011 End-of-Course Accommodations Guide at www.FLAssessments.com/EOCAccommodations (paper copies will not be provided).

“TO BE SCORED”

RED LABEL BOXES

- Paper-based tests that will be transcribed into TestNav by Pearson. Include any *invalidated* tests, for any of the reasons described in the EOC Test Administration Manual, page 15.

Remember to place the completed *Document Count Form* under the paper band, on top of the first banded stack labeled 1 of n, of corresponding answer documents. Do not copy *blank* document count forms.

Note: Calculators remain at the school site, except for Visually Impaired calculators. However, Adult Centers must return the calculators.

WHITE LABEL BOXES (Special Document Materials)

- All materials (used and unused) received for Large Print, Braille, and One-Item-Per-Page that will be transcribed into TestNav by Pearson.

Pack talking calculators separately from Visually Impaired test materials in manila envelope provided by TDC.

“NOT TO BE SCORED”

YELLOW LABELS

- Test and answer books (unused).
- Defective test and answer books with all DNS bubbles gridded.

DISTRICT ASSESSMENT COORDINATOR ONLY BOX

- Administration Record/*Session Rosters* or school's developed form with all the required information, (TAM page 8, sample provided).
- Florida Computer-Based Testing Work Folders (used and unused).
- Original *Security Logs*, (TAM page 165).
- Original *School Procedural Checklist* (FM-6927), (EOC Training Packet, Attachment B).

Note: Please retain copies of all of the above documents for your records for one year.

Write "***District Assessment Coordinator Only***" on this box and number the box 1 of 1. Do not place a colored label on the box or pack any test materials. This box will be retained for our records at TDC.

Tuesday, May 31 or Wednesday, June 1, 2011:
All schools must hand-deliver the End-of-Course (EOC) Assessment paper-based and Special Document test materials before 3:30 p.m. to the Test Distribution Center (TDC), 13135 S.W. 26 Street Miami, FL 33175.

TESTING CONTACT INFORMATION

ASSESSMENT, RESEARCH, AND DATA ANALYSIS

Ms. Gisela Feild, Administrative Director

STUDENT ASSESSMENT AND EDUCATIONAL TESTING

1500 Biscayne Boulevard, Suite 225
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:

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INFORMATION TECHNOLOGY SERVICES (ITS)

Infrastructure and System Support

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