

FALL 2011 FCAT / FCAT 2.0 RETAKE SCHOOL ASSESSMENT COORDINATOR'S TRAINING PACKET



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

Miami-Dade County Public School

FALL 2011 FCAT / FCAT 2.0 RETAKE GRADUATION TEST

**SCHEDULE OF ACTIVITIES FOR
SENIOR HIGH SCHOOLS AND ALTERNATIVE EDUCATION CENTERS**

September 20 or 23	Mandatory training meetings for senior high and alternative education school assessment coordinators.
October 4-7	Delivery of FCAT / FCAT 2.0 test materials and Pre-ID student labels via Zap Courier Service.
October 10-21	Extended testing window only for Visually Impaired (VI) and Hospital Homebound (HHIP) students.
October 13-19	Paper-based administration of FCAT Reading Retake and paper accommodations for eligible students; and make-ups.
October 13-21	CBT administration of FCAT 2.0 Reading and FCAT Mathematics Retake for eligible students.
October 20-21	Pick-up of the “To Be Scored” FCAT Reading Retake paper tests and paper accommodations via Zap Courier Service.
October 24-26	Make-up CBT sessions for FCAT 2.0 Reading and FCAT Mathematics Retake, if needed.
October 27-28	Return “Not To Be Scored” and “District Assessment Coordinator Only” Box to the Test Distribution Center (TDC) by 3:30 P.M.

FALL 2011 FCAT / FCAT 2.0 RETAKE GRADUATION TEST

SCHEDULE OF ACTIVITIES FOR ADULT EDUCATION CENTERS

September 26	Mandatory training meetings for adult education school assessment coordinators only.
October 5	Deadline for eligible adult education center students to register for the Fall 2011 FCAT / FCAT 2.0 Retake.
October 6-10	Pick up FCAT / FCAT 2.0 Retake test materials at TDC.
October 13-19	Paper-based administration and make-up of FCAT Reading Retake for eligible students.
October 13-21	CBT administration of FCAT Mathematics Retake and Reading Retake for eligible students.
October 24-26	Make-up CBT sessions for FCAT Reading Retake and FCAT Mathematics Retake, if needed.
October 26-27	Return "To Be Scored", "Not To Be Scored", and "District Assessment Coordinator Only" Box to TDC by 3:30 P.M. (Please also return calculators.)

Note: Test materials may be returned earlier than the designated return dates, if testing is completed.

FCAT / FCAT 2.0 RETAKE SAMPLE PARENT LETTER (ENGLISH VERSION)

Dear Parents:

On October 13 – 26, 2011, your child will be taking the Florida Comprehensive Assessment Test (FCAT / FCAT 2.0) Retake in reading, mathematics, or both subjects. Please note that the FCAT Mathematics Retake and the FCAT 2.0 Reading Retake are computer-based assessments. Some schools will also be offering the FCAT Sunshine State Standards (SSS) Reading Retake as a computer-based assessment. Information regarding computer-based test (CBT) administration and a CBT practice test may be accessed at www.pearsonaccess.com/fl under the ePat link.

It is important for your child to be present for all scheduled testing sessions. Therefore, this notice is being sent home so that you can note these dates and avoid making appointments for your child that might conflict with testing.

In addition, we would like to inform you of an important policy that is in effect for all FCAT / FCAT 2.0 administrations. Students are not permitted to have electronic devices in their possession during testing. Due to security violations involving camera phones, Florida Department of Education policy now specifies that possession of any cell phone or other electronic device during FCAT / FCAT 2.0 administration **will** result in test invalidation. If your child is found with an electronic device that reproduces, transmits, calculates, or records (e.g., a cell phone, camera, or pager) in his or her pocket, at his or her desk, or within his or her reach during testing, the test **will** be invalidated.

As always, it is our goal to keep you well informed as to how you can best support your students to maximize their performance on the FCAT / FCAT 2.0.

Thank you for your cooperation. If you have any questions or concerns, please contact the school.

Sincerely,

FCAT / FCAT 2.0 RETAKE SAMPLE PARENT LETTER (SPANISH VERSION)

Estimados padres de familia:

Del 13 al 26 de octubre de 2011, su hijo repetirá la Prueba de Evaluación Integral de la Florida (FCAT / FCAT 2.0, por sus siglas en inglés) en lectura, matemáticas o en ambas asignaturas. Por favor, tengan en cuenta que la repetición de la Prueba de la FCAT de Matemáticas y la repetición de la Prueba FCAT 2.0 en lectura son evaluaciones que se administrarán en una computadora. Algunas escuelas también estarán ofreciendo la repetición de la prueba FCAT de los Estándares del Estado del Sol, (FCAT Sunshine State Standards, SSS, por sus siglas en inglés) en lectura en una computadora. La información concerniente a las evaluaciones que se administran por computadoras (computer-based test o CBT, por sus siglas en inglés) y la prueba de entrenamiento, se puede encontrar en www.pearsonaccess.com/fl bajo el enlace “ePat”.

Es importante que su hijo esté presente en todas las sesiones programadas para la prueba. Por lo tanto, enviamos este aviso a sus hogares a fin de que anoten dichas fechas y eviten concertar citas para su hijo que pudieran estar en conflicto con las pruebas.

Además, aprovechamos la oportunidad para informarles acerca de un requisito que está en vigor para todas las aplicaciones de la FCAT / FCAT 2.0. No se permite que los estudiantes tengan dispositivos electrónicos en su poder durante las pruebas. Debido a violaciones de seguridad relacionadas con teléfonos con cámaras, el requisito del Departamento de Educación de la Florida especifica ahora que la posesión de cualquier teléfono celular u otro dispositivo electrónico durante la administración de la FCAT / FCAT 2.0 **resultará** en la invalidación de la prueba. Si encuentran a su hijo o hija con un dispositivo electrónico que reproduzca, transmita, calcule o grabe (por ejemplo, un teléfono celular, una cámara o un localizador electrónico o “pager”) en su bolsillo, en su pupitre o a su alcance mientras toma la prueba, se le **invalidará** la prueba.

Como siempre, es nuestra meta mantenerlos bien informados de cómo pueden apoyar mejor a los estudiantes para maximizar lo más posible su desempeño en la FCAT / FCAT 2.0.

Agradecemos su cooperación. Si tuviesen alguna pregunta o inquietud, por favor, comuníquense con la escuela.

Atentamente,

FCAT / FCAT 2.0 RETAKE SAMPLE PARENT LETTER (HAITIAN CREOLE VERSION)

Chè Paran:

Soti 13 rive 26 oktòb 2011, pitit ou a pral pran “Florida Comprehensive Assessment Test (FCAT / FCAT 2.0) Retake” (Repriz Egzamen Evalyasyon Konpreyansif Florid FCAT / FCAT 2.0) nan lekti, matematik, oubyen toude matyè sa yo. Silvouplè note, egzamen Repriz Matematik FCAT la avèk egzamen Repriz Lektif FCAT 2.0 a, fè sou odinatè. Gen kèk lekòl tou ki ap bay egzamen Repriz “FCAT Sunshine State Standards (SSS)” (Estanda FCAT pou Eta Florid) nan Lektif kòm yon evalyasyon ki fèt sou òdinatè. Enfòmasyon ki regade administrasyon “computer-based test (CBT)” (egzamen ki fèt sou òdinatè) yo aksesib nan www.pearsonaccess.com/fl anba lyen ePat la.

Li enpòtan pou pitit ou a prezan nan tout sesyon egzamen yo pwograme yo. Se poutèt sa nou voye nòt sa a lakay ou pou w ka note dat sa yo e evite pran randevou pou pitit ou a ki ka an konfli ak egzamen an.

Anplis, nou ta renmen enfòme w sou yon règ enpòtan nou ap aplike pou tout egzamen FCAT / FCAT 2.0 yo. Elèv pa gen dwa genyen aparèy elektwonik nan men yo lè y ap konpoze. Akòz vyolasyon sekirite ki konn fèt ak telefòn ki gen kamera, règ Depatman Edikasyon Florid la deklare kounye a posasyon nenpòt telefòn pòtab oubyen lòt aparèy Elektwonik pandan egzamen FCAT / FCAT 2.0 a **ap** lakoz yo anile egzamen an. Si yo jwenn pitit ou avèk yon aparèy elektwonik ki ka repwodui, transmèt, kalkile, oubyen anrejistre (egz: telefòn pòtab, kamera, oubyen bipè) nan pòch li, sou biwo li, oubyen alapòtè l pandan l ap konpoze, y **ap** anile egzamen an.

Kòm toujou, objektif nou se kenbe w byen enfòme sou fason ou kab sipòte elèv yo pi byen pou yo ka bay pèfòmans maksimòm nan egzamen FCAT / FCAT 2.0 a.

Mèsi pou kolaborasyon ou. Si ou gen nenpòt kesyon oubyen enkyetid, silvouplè kontakte lekòl la.

Sensèman,

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
SUMMARY OF FALL 2011 FCAT / FCAT 2.0 RETAKE
ADMINISTRATION PROCEDURES
FOR SENIOR HIGH SCHOOLS, ALTERNATIVE EDUCATION CENTERS,
AND ADULT EDUCATION CENTERS**

NOTE: THIS MATERIAL DOES NOT COVER EVERY ASPECT OF THE FALL 2011 FCAT / FCAT 2.0 RETAKE ADMINISTRATION; IT HIGHLIGHTS PROCEDURES THAT ARE SPECIFIC TO THE TEST ADMINISTRATION IN MIAMI-DADE COUNTY PUBLIC SCHOOLS. SCHOOL ASSESSMENT COORDINATORS (TEST CHAIRPERSONS) ARE RESPONSIBLE FOR FOLLOWING THE ADMINISTRATION PROCEDURES SPECIFIED IN THE APPROPRIATE TEST ADMINISTRATION MANUAL.

The Fall 2011 FCAT / FCAT 2.0 Retake test administration is scheduled for October 13 through 26, 2011, in senior high schools, alternative education centers, and adult education centers. All testing, including make-up testing, must be completed within the designated testing window. All eligible students who have not yet passed one or both parts of the FCAT / FCAT 2.0, as required for graduation, should be encouraged to take the test during this fall administration.

REGISTRATION PROCEDURES

For the Fall 2011 administration of the Florida Comprehensive Assessment Test (FCAT) / FCAT 2.0 Retake, currently enrolled senior high school and alternative education center students are not required to pre-register to take the test. School staff is responsible for identifying their enrolled students who need to participate in the graduation test administration, notifying them about the test, and assigning them to testing rooms. School staff **may** choose to use the *Miami-Dade County Public Schools FCAT / FCAT 2.0 Retake and End-of-Course (EOC) Registration Form FM-7276*, provided as Attachment A or another alternative method for documenting that students have been advised regarding their graduation test status and the testing dates.

All other test takers (i.e., thirteenth year, Certificate of Completion, adult education students, and non-enrolled community members) must pre-register to participate in the Fall 2011 FCAT / FCAT 2.0 Retake administration to ensure that sufficient materials, computer workstations, and proctors are available for the test administration.

Pre-registration is critical because it facilitates:

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

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

Thirteenth year and Certificate of Completion students must register at the school or center in which they are planning to take the test. These students may register to test in **either** their senior high school or an adult education center, but may test at only **one** location for each administration. Schools or centers must inform these students about the registration procedures and about the registration deadline.

Adult education centers must test any of their enrolled students who need to take the FCAT. In addition, non-enrolled community members and former students who were in a graduating class prior to 2011 may take the FCAT at an adult education center. All students must register in advance, by **Wednesday, October 5, 2011** in order to ensure that they can be accommodated and that sufficient materials and/or computer workstations are available.

However, students may be permitted to register after this date on a space-available basis. At the time of registration and before scheduling the student to participate in a test session, the student's eligibility for the test must be verified.

ADMISSION OF STUDENTS TO TESTING

Each test administrator must have a list of those students who are assigned to test in his/her room for each session. The list must have the student's name and Florida identification number. Student's photo identification must be checked before unfamiliar students are admitted to a testing room. Only those students who are on the pre-assigned list for a testing room and who have photo identification will be admitted to a test session.

Tardy registered students are **not** to be admitted to a testing room once the session has started and instructions have been given. They must be rescheduled for a make-up session. For the FCAT / FCAT 2.0 Retake, "walk in" or unregistered students are **not** to be admitted to a test session. They may only be assigned to a waiting list.

ROLES AND RESPONSIBILITIES FOR IMPLEMENTING TESTING PROGRAMS AT SCHOOL SITES

School administrators, teachers, and other school staff shall all be made aware of their professional obligations with regard to testing programs. The roles and responsibilities of the principal, school assessment coordinator (test chairperson), technology coordinator, test administrator, and proctor in the implementation of assessment programs are described below.

Principal

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

The school assessment coordinator is responsible for organizing and monitoring testing programs at the school level in accordance with the procedures outlined for each program. Primary responsibilities include: attending district training sessions; planning and implementing test administrations; training test administrators and proctors; arranging for testing locations; verifying receipt of test materials; organizing, and distributing materials to the test administrators; maintaining the security of test materials in the schools; supervising test administration; maintaining all required records and documentation; returning test materials for scoring; and maintaining the confidentiality of student test records.

Technology Coordinator

The technology coordinator is responsible for assisting the school assessment coordinator in the implementation of the computer-based test administration. Primary responsibilities include: ensuring that all computers meet the minimum system requirements; downloading and installing test content on a proctor cache computer; assisting test administration staff during the administration sessions to assist with any technical difficulties that may develop; monitoring system usage during the administration; and completing the Technology Coordinator Checklist as stated in the *Fall 2011 Reading & Mathematics Retake Computer-Based Test Administration Manual* (Appendix C of the manual). At the conclusion of testing, the technology coordinator must purge test content from the proctor caching computer(s).

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; 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. 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 the FCAT / FCAT 2.0 administration 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 FCAT / FCAT 2.0 administration and the test security procedures may serve as proctors.

Required Ratio for FCAT / FCAT 2.0 Retake 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 Comprehensive Assessment Test (FCAT / FCAT 2.0) and Security Agreement* (Attachment C) and the *FCAT / FCAT 2.0 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 FCAT / FCAT 2.0* (Attachment D) is provided for use in training test administrators and proctors in maintaining test security.

DISTRICT MONITORING OF FCAT / FCAT 2.0 ADMINISTRATIONS

In order to ensure that the FCAT / FCAT 2.0 Retake is 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 FCAT / FCAT 2.0.

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

GENERATING STUDENT LISTS

For the Fall 2011 FCAT / FCAT 2.0 Retake test administration, schools will need to generate a final list of eligible students. Student results from the Spring 2011 FCAT / FCAT 2.0 Grade 10 and Retake graduation tests are already on-line on ISIS, SPI, and VACS. The FCAT / FCAT 2.0 pass / fail flags are available in Download Manager to identify students that are eligible to participate in the Fall 2011 FCAT / FCAT 2.0 Retake administration. Note, current grade 11 students that were first time grade 10 students during the 2010-11 school year and did not earn a passing score, must participate in the FCAT 2.0 Reading Retake computer-based version; accommodated paper forms are available when noted on the student's IEP. All other eligible Retake students in grades 12-13 or in adult education centers, will participate in the Fall 2011 FCAT Reading SSS paper-based version (computer-based is optional as a school wide choice). The FCAT Mathematics Retake is a computer-based test only; accommodated forms are available as noted on the student's IEP.

Please note that a Control D report will be generated for senior high schools and alternative centers based on the PreID file to help school assessment coordinators identify the appropriate Retake assessment for each student. This report will not be available for adult education centers, where student lists will be created based on student registration.

PREPARING ANSWER DOCUMENTS AND PREIDENTIFIED STUDENT LABELS

Please note: students using paper tests documents should not be listed as taking a CBT in PearsonAccess. Schools will receive pre-identified student labels for eligible students with paper-based accommodations and for schools offering the FCAT Reading Retake as a paper-based administration. 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 the school-generated list of eligible students.

Preidentified student labels will be provided for Retake students at each high school and alternative center as of **Friday, September 2, 2011** who have not previously passed one or both subjects. Test-and-answer booklets for students who are new to the school after September 2, 2011 must be hand-gridded for paper-based tests according to the directions in the test administration manual.

FCAT test-and-answer booklets for all students testing at adult education centers will need to be hand-gridded for paper-based tests according to the directions in the *Fall 2011 FCAT / FCAT 2.0 Reading and Mathematics Retake Test Administration Manual*.

SCHEDULING STUDENTS INTO CLASSES AND SESSIONS

For the FCAT Mathematics Retake and the FCAT 2.0 Reading Retake 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 **September 2, 2011**. Verify the information on the computer against your lists generated from 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.

Schools should add any new students who enrolled after **September 2, 2011**, and are eligible based on the students to be tested requirements for each assessment. Students may be added to the PearsonAccess site according to directions in the *Fall 2011 Reading & Mathematics Retake Computer-Based Test Administration Manual* (operational site only).

Adult education centers must manually add students who are eligible to be tested and may use the *M-DCPS FCAT / FCAT 2.0 Retake and End-of-Course (EOC) Registration Form* (Attachment A) to collect student registration information. Students must be added to the PearsonAccess operational site only, according to directions in the *Fall 2011 Reading & Mathematics Retake Computer-Based Test Administration Manual*.

PREPARING CBT TEST SESSIONS AND PRINTING STUDENT AUTHORIZATION TICKETS

Computer-based testing activities including scheduling students and test sessions will be managed on PearsonAccess after **September 9, 2011** once the PreID file has been uploaded. Student information was uploaded to PearsonAccess based on student data as of September 2, 2011. Any student enrollment changes after **September 2, 2011** must be added and/or deleted to PearsonAccess.

School assessment coordinators will view and verify student information using the online session

rosters for CBT administrations. In addition, school assessment coordinators must create test sessions in PearsonAccess 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 E) 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 coordinator must also print Session Rosters (see Attachment E) (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.** If a student is reassigned to a different session for the second day of testing, the new session's seal code must be used.

In addition, seal codes (Attachment E) will be generated in PearsonAccess for the FCAT 2.0 Reading Retake test only. A seal code is a unique four-digit number assigned to all students in a session, used to allow students to access Session 2 on day 2. School assessment coordinators will print the seal codes for each test session. Note that all students in a test session will have the same seal code. **The seal codes are secure documents and must be placed in a secure limited access location.**

It is also important to note that accommodated CBT forms of the FCAT 2.0 Reading Retake in TestHear will not require a seal code to have access to Session 2.

SPECIAL PROGRAM STUDENTS

Students from Miami-Dade Online Academy (13/7001) will test at their assigned school for the Fall 2011 FCAT / FCAT 2.0 Retake administration. Miami-Dade Online Academy students eligible for the Fall 2011 FCAT / FCAT 2.0 Retake CBTs 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 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 Miami-Dade Online Academy students. Students will use the provided ticket with the unique Login ID and test code (password) to log into TestNav from their assigned school.

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

REQUESTING ADDITIONAL TEST MATERIALS

Senior high schools and alternative centers will be receiving allocations of Fall 2011 FCAT / FCAT 2.0 Retake materials based on the number of students who did not pass the Spring 2011 FCAT / FCAT 2.0 administrations. In addition, adult education centers will be receiving allocations of the Fall 2011

Retake materials based on the number of students tested in the Spring 2011 FCAT Retake administration. The list provided in Attachment F provides counts of Fall 2011 FCAT / FCAT 2.0 Retake Reading and Mathematics test materials including Visually Impaired materials (Large Print, Braille, and / or One-Item-Per-Page) allocated for each school. **If any additional materials are needed, school assessment coordinators must contact the Testing Distribution Center (TDC), at 305-995-3743, no later than Friday, September 30, 2011 to be able to include the additional materials in the delivery.**

These test materials will be delivered to senior high schools and selected alternative education centers via Zap Courier Service on **Tuesday, Wednesday, Thursday, and Friday, October 4 through 7, 2011.** Schools will need to make arrangements to receive and securely store these materials.

Adult education centers must pick-up test materials at the Test Distribution Center at 13135 SW 26 Street, Miami, Florida, on **Thursday, Friday, or Monday, October 6 through 10, 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 test administration manual to ensure that the security of the test content is maintained. In addition, procedures specific to Miami-Dade County Public Schools are set forth below.

- When the FCAT / FCAT 2.0 test materials are received, immediately **verify the counts** and sequence numbers of materials received against the Fall 2011 FCAT / FCAT 2.0 Retake **Administration Record / Security Checklist** (available online at www.PearsonAccess.com/fl using school's unique username and password) and **packing list**.
- 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.
- Shrink-wrapped packages of secure materials may be opened no sooner than three **(3) days** prior to the scheduled testing date.
- Only the school assessment 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, Florida Computer-Based Testing Work Folders, FCAT calculators, and reference sheets, must be placed in locked storage immediately and remain there until the test date.
- Secure test materials must be stored in a locked location with strictly limited access (3 or fewer keys). Strict accounting of the keys to the secure location must be maintained; limited to the principal, assistant principal, and/or school assessment coordinator. No master key should open the storage area.
- The use of seating charts or recording of specific seat assignments is now **required** for paper-based and computer-based testing in all rooms, including make-up sessions. A sample

seating chart is provided as Attachment H.

FCAT / FCAT 2.0 RETAKE MATERIALS RETURN TO THE TEST DISTRIBUTION CENTER

The “*Friendly Reminder*” (Attachment G) provides a quick reference guide for packing and returning your FCAT / FCAT 2.0 Retake test materials. School assessment coordinators are encouraged to review this document to assist with the process of packing and returning of materials.

For the Fall 2011 FCAT / FCAT 2.0 Retake test administration, **ZAP Courier Services will pick-up “To Be Scored” test materials**, including materials for visually impaired students and VI calculators at senior high schools and alternative centers on **Thursday and Friday, October 20 and 21, 2011.**

All senior high schools and alternative centers are to hand-deliver **“Not To Be Scored” materials and the “District Assessment Coordinator Only” Box** to the Test Distribution Center (TDC), 13135 S.W. 26th Street, Miami, FL **by 3:30 p.m. on Thursday or Friday, October 27 or 28, 2011.**

Adult Education Centers must return all FCAT Retake materials, including VI Retake materials and FCAT calculators to TDC 13135 S.W. 26th Street, Miami, FL **by 3:30 p.m. on Wednesday or Thursday, October 26 or 27, 2011.**

CBT Materials Return

Any used and unused Reading Passage Booklets must be returned with the “Not To Be Scored” test materials (yellow labeled boxes). The Session Rosters and Florida Computer-Based Testing Work Folders (used and unused) will be returned in the District Assessment Coordinator Only Box.

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 *Administration Record / Security Checklist* (sample provided, Test Administration Manual, Appendix C) must be used to capture all required administration information and maintain a list of the number of documents and range of security numbers assigned to each test administrator for every day of testing. The Fall 2011 FCAT / FCAT 2.0 Retake Administration Record / Security Checklist will be available in Excel format from www.PearsonAccess.com/fl. The test administrator must sign for receipt of the test materials when issued; the school assessment coordinators must sign for receipt of materials upon their return after testing.
- The *Fall 2011 FCAT / FCAT 2.0 Retake Session Rosters* must be used to capture all required administration information for the CBT administrations. The Session Rosters are available in www.PearsonAccess.com/fl once test sessions have been created.
- The *FCAT / FCAT 2.0 Administration and Security Agreement* form (Test Administration Manual, Appendix C) 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 *Security Log* (Test Administration Manual, Appendix C) 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 the Fall 2011 FCAT / FCAT 2.0 Retake test administration. Additionally, the use of seating charts or recording of specific seat assignments is **required** for all testing rooms. A sample seating chart is provided as Attachment H.
- M-DCPS *Fall 2011 FCAT / FCAT 2.0 Retake Accounting for All Secure Documents* (Attachment I) is a district document designed to help schools keep track of test documents and ensure that no materials inadvertently remain behind at the school. This form will be useful in responding to missing materials reports generated by the state vendor.
- 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. A copy of this form is also available online at Forms Management.

ATTACHMENT B

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

_____ TESTING PROGRAM

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

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

Yes No

_____ _____ All _____ 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 _____ materials to conduct testing.

_____ _____ Prior to the test administration, all staff involved in the _____ administration were trained on appropriate test administration and security procedures. The Test Security Guidelines / Procedures were reviewed with all persons administering or having access to test items and / or content of paper-based and / or computer-based tests, either in a faculty meeting, a grade group or department meeting, or individually, if absent from scheduled group meetings.

_____ _____ The _____ was administered following the explicit directions stated in the appropriate test administration manual to assure test standardization (computer-based testing, paper-based testing, testing with accommodations).

_____ _____ Following testing, all test materials were accounted for according to the guidelines in the _____ manual. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing.

_____ _____ Following computer-based testing, all content was purged from the Proctor Caching computer(s) according to the guidelines in the _____ manual.

_____ _____ All "To Be Scored" documents were delivered to their prescribed destination on the designated date(s).

_____ _____ All "Not To Be Scored" materials have been boxed and stored in a secure, access-restricted area. These materials will remain in locked storage until pickup by the contracted carrier or delivery to the Test Distribution Center, according to the program guidelines.

Principal's Signature

Date

School Assessment Coordinator's Signature

Date

School Name

School Number

ATTACHMENT C

VOLUNTEER RESPONSIBILITIES WHILE ASSISTING WITH THE FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT / FCAT 2.0) 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. Parents may not be placed in rooms in which members of their families are being tested.

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

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 FCAT / FCAT 2.0

This material does not cover every aspect of the FCAT / FCAT 2.0 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 FCAT / FCAT 2.0 assessment **must** attend a training session conducted at their school or center and must review the appropriate *FCAT / FCAT 2.0 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 required**.
9. For CBT test session, ensure that all software applications, including Internet browsers, are closed on all student workstations before the test session begins.

****Students should be discouraged from bringing any materials into the classroom other than pencils 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. FCAT 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 will ensure that students read and sign the Student Pledge prior to testing. Students taking a computer-based test must read and check a box indicating that they agree to adhere to the pledge.
13. For paper-based testing, the test administrator and/or proctor **will** assign a test and answer booklet number to each student and check off each student's name on the roster as he/she is given a test booklet, and will record the assigned booklet number for documents with security numbers.
14. Students are to be allowed access to test booklets (test questions) **only** during the actual administration of the test. Please be reminded that under no circumstances are students to be permitted to handle any test materials before or after the test administration. Students are not permitted to assist in carrying or distributing any test materials.
15. All testing materials including paper test booklets, Florida Computer-Based Testing Work Folders, Reading Passage Booklets, Student Authorization Tickets, and FCAT 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.**
16. All testing materials, including FCAT calculators, should be secured immediately, out of reach of students. **Do not leave test booklets, Student Authorization Tickets, and 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 FCAT / FCAT 2.0 as it is presented in the appropriate *test administration manual*. There are a number of different scripts.

- The Fall 2011 Reading and Mathematics Retake (Regular Print Paper-Based for accommodations and / or for schools administering FCAT Reading Retake paper-based version), script are presented in the *Fall 2011 Reading and Mathematics Retake Test Administration Manual*.
- The Reading and Mathematics Retake Practice Test (ePat), script is presented in the *Fall 2011 Reading and Mathematics Computer-Based Test Administration Manual*.
- The Fall 2011 Reading and Mathematics Retake CBT, scripts are presented in the *Fall 2011 Reading and Mathematics Computer-Based Test Administration Manual*.
- The TestHear accommodated CBT forms, scripts are presented in the *Fall 2011 Computer-Based Test Accommodations Guide*, available online only.

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.

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

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 FCAT / FCAT 2.0 is a secure test. Neither test administrators nor proctors may read the items in the test booklets 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 FCAT / FCAT 2.0 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 **must** have access to a heritage-language-to-English dictionary (no definitions); according to the guidelines set forth in Appendix A of the Test Administration Manual. 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 the FCAT calculator 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. The test administrator should also verify that students have signed their Student Pledge.
- 42. **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.**
- 43. 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, and reference sheets.
- 44. Make sure that each computer displays the desktop. Assist any students who needs help submitting the test.
- 45. At the conclusion of a CBT test session, verify that each student has properly completed the test by checking his or her computer screen before the student leaves the room.
- 46. As soon as the last student has completed the assessment or when time is up, the test administrator should account for all the testing materials FCAT / FCAT 2.0 Retake test booklets, Reading Passage Booklets, Florida Computer-Based Testing Work Folders, Student Authorization Tickets, approved calculators, and reference sheets, that were assigned to him/her for that test session. Any discrepancies must be reported to the school assessment coordinator **immediately**.
- 47. No student should be permitted to leave the testing room until it has been verified and documented that all his/her testing materials (Test booklets and / or answer booklets, and FCAT calculator, as applicable) have been returned to the test administrator. Administrators must verify that each student returned each type of secure testing document on the

Administration Record / Security Checklist and/or Session Roster by checking the appropriate fields. This may be done by crossing or checking off each student's name from a student list or roster as the test materials are collected.

48. Ensure that 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 or recorded on the student grid sheet.
49. Test administrators must record any absences or test invalidations and report them to the school assessment coordinator at the time the materials are returned. In the case of test invalidations, the test administrator must verify that the "DNS" bubble for that test session is completed appropriately.
50. All test materials must be returned to secure storage immediately after the conclusion of testing. Students **must not** assist school staff in carrying or transporting testing materials to and from the test room.

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

ATTACHMENT E

STUDENT AUTHORIZATION TICKET

Student Authorization Ticket Florida	
Session:	Sample Session
Test:	Fall 2011 FCAT 2.0 Reading Retake
Location:	Lab A
STUDENT, SAMPLE A	
DOB: 12/02/1989 ID: XXXXX94567	
Signature: _____	
You will be asked to provide the following information in order to access the test on the computer.	
URL:	http://www9.etest.pearson.com/FL
Login ID:	0720391475
Test Code:	B5FAKF

SESSION ROSTER

Session Roster							
Test Administration:	Fall 2011 Retakes	Scheduled Start Date:	07/21/2011				
Test Session Status:	Not Started	Scheduled Start Time:	01:00 AM				
Session Name:	Sample Session	Actual Start Date:					
School:	PEARSONACCESS PUBLIC SCHOOL (000002)	Actual Start Time:					
	Fall 2011 FCAT 2.0 Reading Retake	Location:	Lab A				
Test to be Administered:							
Read Aloud:	No						
Form Group Type:	SEE BELOW						
Test Code:	V334E7						
Results: 3							
Student Name	Student ID	Date of Birth:	Class	Form/Form Group Type	Login ID	*Attend.	Accommodations
STUDENT, SAMPLE A	0623894567	12/02/1989	CLASSNA ME	Main	0720391475		
STUDENT, SAMPLE B	0623890123	12/02/1989	CLASSNA ME	Main	4984522347		
STUDENT, SAMPLE C	0623891234	12/01/1989	CLASSNA ME	Main	3143993864		
Results: 3							

SEAL CODE (FCAT 2.0 READING RETAKE ONLY)

Florida

Seal Codes

You have requested Seal Codes for the Testing Session noted below.

Session Name: Reading 2.0 Session
Test: Fall 2011 FCAT 2.0 Reading Retake
Start Date: Oct 10, 2011 8:00:00 AM
Location: Lab A

- Seal Codes are needed to "unseal" sealed sections of a test. (When a test section is sealed, students cannot proceed into the sealed section of the test.)
- Each sealed section requires a different Seal Code.
- There are (1) Seal Codes listed below. The number of Seal Codes you will use is determined by the number of sealed sections in the test. You must use the Seal Codes in the exact order in which they are listed below. For instance, if the table contains two sealed sections, use only the first two Seal Codes and ignore the remainder.

To unlock the **first sealed** section, use Seal Code **4675**.

ATTACHMENT F
Fall 2011 FCAT/FCAT 2.0 RETAKE PAPER-BASED MATERIALS COUNTS

Fall 2011 FCAT / FCAT 2.0 Retake Materials Counts								
School	Test Type	Reading Paper Count	Math Paper Count	Reading Large Print	Math Large Print	Reading Uncontracted Braille	Math Uncontracted Braille	Math CBT WORK FOLDERS
6040 DRS CHAR SCH OF MIA SHORES	MATH	.	.	.	.	.	.	9
6040 DRS CHAR SCH OF MIA SHORES	SSS READ	8	.	.	.	.	.	.
7001 MIAMI-DADE ONLINE ACADEMY	MATH	.	.	.	.	.	.	8
7001 MIAMI-DADE ONLINE ACADEMY	SSS READ	4	.	.	.	.	.	.
7007 INTL STUDIES CHART HIGH SCH	MATH	.	.	.	.	.	.	19
7007 INTL STUDIES CHART HIGH SCH	SSS READ	19	.	.	.	.	.	.
7009 DORAL PERF ARTS & ENTERTAIN	MATH	.	.	.	.	.	.	4
7011 AMERICAN SENIOR HIGH SCHOOL	MATH	.	.	.	.	.	.	211
7011 AMERICAN SENIOR HIGH SCHOOL	SSS READ	1	.	1	.	.	.	.
7015 LIFE SKILLS CNTR MIAMI-DADE	MATH	.	1	.	.	.	.	74
7015 LIFE SKILLS CNTR MIAMI-DADE	SSS READ	62	.	.	.	.	.	.
7018 MATER ACADEMY LAKES HIGH SC	MATH	.	.	.	.	.	.	44
7018 MATER ACADEMY LAKES HIGH SC	SSS READ	41	.	.	.	.	.	.
7020 DORAL ACADEMY HIGH SCHOOL	MATH	.	.	.	.	.	.	33
7022 ACADEMY OF ARTS & MINDS	MATH	.	.	.	.	.	.	23
7022 ACADEMY OF ARTS & MINDS	SSS READ	12	.	.	.	.	.	.
7029 TERRA ENV RES INSTITUTE	FCAT 2.0	1	.	1	.	.	.	.
7029 TERRA ENV RES INSTITUTE	MATH	.	2	.	1	.	.	23
7030 SIATECH	MATH	.	.	.	.	.	.	273
7030 SIATECH	SSS READ	311	.	.	.	.	.	.
7033 LAW ENFOR OFFICERS MEMORIA	MATH	.	.	.	.	.	.	7
7036 LAWRENCE ACD SR HIGH CH	MATH	.	.	.	.	.	.	14
7036 LAWRENCE ACD SR HIGH CH	SSS READ	15	.	.	.	.	.	.
7037 MATER ACD EAST CH HIGH SC	MATH	.	.	.	.	.	.	16
7038 SOMERSET ACAD CHRT SR SOUTH	MATH	.	.	.	.	.	.	3
7041 SCHOOL FOR ADV STUDY WOLFSO	MATH	.	.	.	.	.	.	9
7042 SOMERSET ACAD CHAR HIGH SCH	MATH	.	.	.	.	.	.	18
7042 SOMERSET ACAD CHAR HIGH SCH	SSS READ	13	.	.	.	.	.	.
7048 ALONZO & TRACY MOURNING SR	MATH	.	.	.	.	.	.	124
7048 ALONZO & TRACY MOURNING SR	SSS READ	80	.	.	.	.	.	.
7049 WESTLAND HIALEAH SR HIGH S	FCAT 2.0	1	.	1	.	.	.	.
7049 WESTLAND HIALEAH SR HIGH S	MATH	.	1	.	1	.	.	171
7050 KEYS GATE CHARTER HIGH SCH	MATH	.	.	.	.	.	.	1
7051 G HOLMES BRADDOCK SENIOR	FCAT 2.0	1	.	1	.	.	.	.
7051 G HOLMES BRADDOCK SENIOR	MATH	.	2	.	2	.	.	265
7051 G HOLMES BRADDOCK SENIOR	SSS READ	2	.	1	.	.	.	.
7053 PINECREST ACADEMY CHART HIG	FCAT 2.0	1	.	.	.	.	.	.
7053 PINECREST ACADEMY CHART HIG	MATH	.	.	.	.	.	.	12
7053 PINECREST ACADEMY CHART HIG	SSS READ	6	.	.	.	.	.	.
7056 YOUNG MENS PREP ACADEMY	MATH	.	.	.	.	.	.	7
7058 MIAMI COMMUNITY CHARTER HIG	MATH	.	.	.	.	.	.	16
7058 MIAMI COMMUNITY CHARTER HIG	SSS READ	5	.	.	.	.	.	.

Fall 2011 FCAT/FCAT 2.0 RETAKE PAPER-BASED MATERIALS COUNTS

Fall 2011 FCAT / FCAT 2.0 Retake Materials Counts								
School	Test Type	Reading Paper Count	Math Paper Count	Reading Large Print	Math Large Print	Reading Uncontracted Braille	Math Uncontracted Braille	Math CBT WORK FOLDERS
7059 MIAMI ARTS CHARTER SCHOOL	MATH	.	.	.	.	.	.	10
7059 MIAMI ARTS CHARTER SCHOOL	SSS READ	7	.	.	.	.	.	.
7061 SCHOOL FOR ADV STUDY NORTH	MATH	.	.	.	.	.	.	1
7061 SCHOOL FOR ADV STUDY NORTH	SSS READ	1	.	.	.	.	.	.
7062 MAVERICKS HIGH NORTH MIAMI	MATH	.	2	.	.	.	.	181
7062 MAVERICKS HIGH NORTH MIAMI	SSS READ	1	.	.	.	.	.	.
7065 MAVERICKS HIGH SOUTH MIAMI	MATH	.	.	.	.	.	.	89
7065 MAVERICKS HIGH SOUTH MIAMI	SSS READ	73	.	.	.	.	.	.
7067 GREEN SPRINGS HIGH SCHOOL	MATH	.	.	.	.	.	.	25
7067 GREEN SPRINGS HIGH SCHOOL	SSS READ	13	.	.	.	.	.	.
7068 NORTH GARDENS HIGH SCHOOL	MATH	.	.	.	.	.	.	38
7068 NORTH GARDENS HIGH SCHOOL	SSS READ	39	.	.	.	.	.	.
7069 NORTH PARK HIGH SCHOOL	MATH	.	.	.	.	.	.	8
7069 NORTH PARK HIGH SCHOOL	SSS READ	7	.	.	.	.	.	.
7071 CORAL GABLES SENIOR SCHOOL	FCAT 2.0	1	.	1	.	.	.	.
7071 CORAL GABLES SENIOR SCHOOL	MATH	.	.	.	.	.	.	239
7071 CORAL GABLES SENIOR SCHOOL	SSS READ	204	.	.	.	.	.	.
7081 DESIGN & ARCHITECTURE SR	MATH	.	.	.	.	.	.	3
7081 DESIGN & ARCHITECTURE SR	SSS READ	3	.	.	.	.	.	.
7091 SCHOOL FOR ADV STUDY SOUTH	MATH	.	.	.	.	.	.	33
7101 CORAL REEF SENIOR HIGH SCH	MATH	.	.	.	.	.	.	33
7111 HIALEAH SENIOR HIGH SCHOOL	MATH	.	.	.	.	.	.	276
7111 HIALEAH SENIOR HIGH SCHOOL	SSS READ	229	.	.	.	.	.	.
7121 JOHN A FERGUSON SENIOR HIGH	FCAT 2.0	2	.	1	.	.	.	.
7121 JOHN A FERGUSON SENIOR HIGH	MATH	.	1	.	1	.	.	197
7121 JOHN A FERGUSON SENIOR HIGH	SSS READ	163	.	.	.	.	.	.
7131 HIALEAH-MIAMI LAKES SENIOR	FCAT 2.0	3	.	.	.	2	.	.
7131 HIALEAH-MIAMI LAKES SENIOR	MATH	.	3	.	1	.	2	192
7131 HIALEAH-MIAMI LAKES SENIOR	SSS READ	129	.	.	.	.	.	.
7141 DR MICHAEL M KROP SENIOR	MATH	.	.	.	.	.	.	160
7141 DR MICHAEL M KROP SENIOR	SSS READ	119	.	.	.	.	.	.
7151 HOMESTEAD SENIOR HIGH SCH	MATH	.	.	.	.	.	.	267
7151 HOMESTEAD SENIOR HIGH SCH	SSS READ	187	.	.	.	.	.	.
7160 MATER ACADEMY CHARTER HIGH	MATH	.	.	.	.	.	.	58
7160 MATER ACADEMY CHARTER HIGH	SSS READ	48	.	.	.	.	.	.
7161 MAST ACADEMY	MATH	.	.	.	.	.	.	3
7161 MAST ACADEMY	SSS READ	3	.	.	.	.	.	.
7191 HIALEAH GARDENS SENIOR HIGH	MATH	.	.	.	.	.	.	155
7191 HIALEAH GARDENS SENIOR HIGH	SSS READ	129	.	.	.	.	.	.
7201 MIAMI BEACH SENIOR HIGH SCH	MATH	.	.	.	.	.	.	184
7201 MIAMI BEACH SENIOR HIGH SCH	SSS READ	169	.	.	.	.	.	.

Fall 2011 FCAT/FCAT 2.0 RETAKE PAPER-BASED MATERIALS COUNTS

Fall 2011 FCAT / FCAT 2.0 Retake Materials Counts								
School	Test Type	Reading Paper Count	Math Paper Count	Reading Large Print	Math Large Print	Reading Uncontracted Braille	Math Uncontracted Braille	Math CBT WORK FOLDERS
7231 MIAMI CAROL CITY SENIOR HI	FCAT 2.0	1	.	.	.	.	.	.
7231 MIAMI CAROL CITY SENIOR HI	MATH	.	1	.	.	.	.	232
7231 MIAMI CAROL CITY SENIOR HI	SSS READ	182	.	.	.	.	.	.
7241 RONALD W REAGAN/DORAL SR	MATH	.	.	.	.	.	.	132
7241 RONALD W REAGAN/DORAL SR	SSS READ	122	.	.	.	.	.	.
7251 MIAMI CENTRAL SENIOR HIGH S	MATH	.	.	.	.	.	.	235
7251 MIAMI CENTRAL SENIOR HIGH S	SSS READ	169	.	.	.	.	.	.
7262 CITY OF HIALEAH ED ACADEMY	MATH	.	.	.	.	.	.	15
7262 CITY OF HIALEAH ED ACADEMY	SSS READ	15	.	1	.	.	.	.
7265 ARCHIMEDEAN UPPER CONSERVAT	MATH	.	.	.	.	.	.	1
7271 MIAMI CORAL PARK SENIOR HI	MATH	.	.	.	.	.	.	263
7301 MIAMI EDISON SENIOR HIGH S	MATH	.	1	.	.	.	.	121
7301 MIAMI EDISON SENIOR HIGH S	SSS READ	121	.	.	.	.	.	.
7341 MIAMI JACKSON SENIOR HIGH S	MATH	.	.	.	.	.	.	177
7341 MIAMI JACKSON SENIOR HIGH S	SSS READ	135	.	.	.	.	.	.
7361 MIAMI KILLIAN SENIOR HIGH S	FCAT 2.0	1	.	1	.	.	.	.
7361 MIAMI KILLIAN SENIOR HIGH S	MATH	.	1	.	1	.	.	239
7361 MIAMI KILLIAN SENIOR HIGH S	SSS READ	167	.	.	.	.	.	.
7371 ROBERT MORGAN ED CENTER	MATH	.	.	.	.	.	.	74
7371 ROBERT MORGAN ED CENTER	SSS READ	38	.	.	.	.	.	.
7381 MIAMI NORLAND SENIOR HIGH S	FCAT 2.0	22	.	.	.	.	.	.
7381 MIAMI NORLAND SENIOR HIGH S	MATH	.	24	.	.	.	.	140
7381 MIAMI NORLAND SENIOR HIGH S	SSS READ	140	.	.	.	.	.	.
7391 MIAMI LAKES EDUCATIONAL CNT	FCAT 2.0	7	.	.	.	.	.	.
7391 MIAMI LAKES EDUCATIONAL CNT	MATH	.	14	.	.	.	.	27
7391 MIAMI LAKES EDUCATIONAL CNT	SSS READ	18	.	.	.	.	.	.
7411 MIAMI NORTHWESTERN SENIOR	MATH	.	1	.	.	.	.	224
7411 MIAMI NORTHWESTERN SENIOR	SSS READ	185	.	.	.	.	.	.
7431 MIAMI PALMETTO SENIOR HIGH	FCAT 2.0	1	.	.	.	.	.	.
7431 MIAMI PALMETTO SENIOR HIGH	MATH	.	.	.	.	.	.	193
7431 MIAMI PALMETTO SENIOR HIGH	SSS READ	131	.	.	.	.	.	.
7461 MIAMI SENIOR HIGH SCHOOL	MATH	.	.	.	.	.	.	303
7461 MIAMI SENIOR HIGH SCHOOL	SSS READ	249	.	.	.	.	.	.
7511 MIAMI SPRINGS SENIOR HIGH S	FCAT 2.0	2	.	.	.	.	.	.
7511 MIAMI SPRINGS SENIOR HIGH S	MATH	.	5	.	.	.	.	172
7511 MIAMI SPRINGS SENIOR HIGH S	SSS READ	133	.	.	.	.	.	.
7531 MIAMI SUNSET SENIOR HIGH SC	MATH	.	.	.	.	.	.	195
7531 MIAMI SUNSET SENIOR HIGH SC	SSS READ	143	.	.	.	.	.	.
7541 NORTH MIAMI BEACH SENIOR	FCAT 2.0	3	.	1	.	.	.	.
7541 NORTH MIAMI BEACH SENIOR	MATH	.	2	.	1	.	.	195
7551 SCHOOL FOR ADV STUDY HOMES	FCAT 2.0	.	.	.	.	.	.	.
7551 SCHOOL FOR ADV STUDY HOMES	MATH	.	.	.	.	.	.	6

Fall 2011 FCAT/FCAT 2.0 RETAKE PAPER-BASED MATERIALS COUNTS

Fall 2011 FCAT / FCAT 2.0 Retake Materials Counts								
School	Test Type	Reading Paper Count	Math Paper Count	Reading Large Print	Math Large Print	Reading Uncontracted Braille	Math Uncontracted Braille	Math CBT WORK FOLDERS
7591 NORTH MIAMI SENIOR HIGH SCH	MATH	.	.	.	.	.	.	358
7591 NORTH MIAMI SENIOR HIGH SCH	SSS READ	295	.	.	.	.	.	.
7601 WILLIAM H TURNER TECH ARTS	MATH	.	.	.	.	.	.	59
7601 WILLIAM H TURNER TECH ARTS	SSS READ	28	.	.	.	.	.	.
7631 MIAMI MACARTHUR SOUTH SNR	MATH	.	.	.	.	.	.	19
7631 MIAMI MACARTHUR SOUTH SNR	SSS READ	7	.	.	.	.	.	.
7701 SOUTH DADE SENIOR HIGH SCH	FCAT 2.0	1	.	.	.	.	.	.
7701 SOUTH DADE SENIOR HIGH SCH	MATH	.	2	.	.	.	.	340
7701 SOUTH DADE SENIOR HIGH SCH	SSS READ	1	.	.	.	.	.	.
7721 SOUTH MIAMI SENIOR HIGH SCH	MATH	.	1	.	.	.	.	209
7721 SOUTH MIAMI SENIOR HIGH SCH	SSS READ	157	.	.	.	.	.	.
7731 MIAMI SOUTHRIDGE SENIOR HIG	MATH	.	.	.	.	.	.	264
7731 MIAMI SOUTHRIDGE SENIOR HIG	SSS READ	233	.	.	.	.	.	.
7741 SOUTHWEST MIAMI SENIOR HIGH	MATH	.	1	.	.	.	.	222
7741 SOUTHWEST MIAMI SENIOR HIGH	SSS READ	136	.	.	.	.	.	.
7751 BARBARA GOLEMAN SENIOR HIGH	FCAT 2.0	2	.	.	.	.	.	.
7751 BARBARA GOLEMAN SENIOR HIGH	MATH	.	2	.	.	.	.	154
7751 BARBARA GOLEMAN SENIOR HIGH	SSS READ	117	.	.	.	.	.	.
7781 FELIX VARELA SENIOR HIGH SC	FCAT 2.0	2	.	.	.	.	.	.
7781 FELIX VARELA SENIOR HIGH SC	MATH	.	15	.	.	.	.	178
7781 FELIX VARELA SENIOR HIGH SC	SSS READ	161	.	.	.	.	.	.
7791 BOOKER T WASHINGTON SR HIGH	MATH	.	8	.	.	.	.	130
7791 BOOKER T WASHINGTON SR HIGH	SSS READ	117	.	.	.	.	.	.
7804 DADE MARINE INST S 8014-150	MATH	.	.	.	.	.	.	3
7804 DADE MARINE INST S 8014-150	SSS READ	1	.	.	.	.	.	.
7805 DADE MARINE INST N 8014-201	FCAT 2.0	1	.	.	.	.	.	.
7805 DADE MARINE INST N 8014-201	MATH	.	1	.	.	.	.	6
7805 DADE MARINE INST N 8014-201	SSS READ	3	.	.	.	.	.	.
7806 DADE JUVENILE RES 8014-951	MATH	.	.	.	.	.	.	12
7806 DADE JUVENILE RES 8014-951	SSS READ	9	.	.	.	.	.	.
7811 BAY POINT KENDALL 8014-602	MATH	.	.	.	.	.	.	1
7811 BAY POINT KENDALL 8014-602	SSS READ	1	.	.	.	.	.	.
7812 MIAMI BRIDGE SOUTH 8017-260	MATH	.	.	.	.	.	.	2
7812 MIAMI BRIDGE SOUTH 8017-260	SSS READ	1	.	.	.	.	.	.
7814 WINGS FOR LIFE 8014-901	MATH	.	.	.	.	.	.	1
7814 WINGS FOR LIFE 8014-901	SSS READ	1	.	.	.	.	.	.
7823 HERES HELP 8017-601	MATH	.	.	.	.	.	.	1
7823 HERES HELP 8017-601	SSS READ	1	.	.	.	.	.	.
7829 LITTLE HAVANA INST 8017-650	MATH	.	.	.	.	.	.	35
7829 LITTLE HAVANA INST 8017-650	SSS READ	36	.	.	.	.	.	.
7835 RICHMOND PERRINE O 8017-750	MATH	.	.	.	.	.	.	13
7835 RICHMOND PERRINE O 8017-750	SSS READ	12	.	.	.	.	.	.

Fall 2011 FCAT/FCAT 2.0 RETAKE PAPER-BASED MATERIALS COUNTS

Fall 2011 FCAT / FCAT 2.0 Retake Materials Counts								
School	Test Type	Reading Paper Count	Math Paper Count	Reading Large Print	Math Large Print	Reading Uncontracted Braille	Math Uncontracted Braille	Math CBT WORK FOLDERS
7839 TROY ACADEMY 8017-102	MATH	.	.	.	.	.	.	6
7839 TROY ACADEMY 8017-102	SSS READ	3	.	.	.	.	.	.
7840 TURNER/GUILFORD/KN 8017-351	MATH	.	.	.	.	.	.	11
7840 TURNER/GUILFORD/KN 8017-351	SSS READ	5	.	.	.	.	.	.
7853 CITRUS HEALTH LOU 8017-403	MATH	.	.	.	.	.	.	1
7855 MIAMI CHILDREN HOS 8017-450	MATH	.	.	.	.	.	.	1
7901 NEW WORLD SCHOOL OF THE ART	MATH	.	.	.	.	.	.	3
8019 ACADEMY FOR COMMUNITY ED	MATH	.	.	.	.	.	.	18
8019 ACADEMY FOR COMMUNITY ED	SSS READ	9	.	.	.	.	.	.
8101 JAN MANN OPPORTUNITY SCHOOL	MATH	.	.	.	.	.	.	17
8101 JAN MANN OPPORTUNITY SCHOOL	SSS READ	13	.	.	.	.	.	.
8121 COPE CENTER NORTH	MATH	.	.	.	.	.	.	18
8121 COPE CENTER NORTH	SSS READ	33	.	.	.	.	.	.
8131 DOROTHY M WALLACE COPE CNT	MATH	.	.	.	.	.	.	24
8131 DOROTHY M WALLACE COPE CNT	SSS READ	18	.	.	.	.	.	.
8141 JUVENILE JUSTICE CENTER	MATH	.	.	.	.	.	.	7
8141 JUVENILE JUSTICE CENTER	SSS READ	4	.	.	.	.	.	.
8151 ROBERT RENICK ED CENTER	MATH	.	1	.	.	.	.	10
8151 ROBERT RENICK ED CENTER	SSS READ	7	.	.	.	.	.	.
8181 RUTH OWENS KRUSE ED CENTER	MATH	.	.	.	.	.	.	9
8181 RUTH OWENS KRUSE ED CENTER	SSS READ	3	.	.	.	.	.	.
9731 INSTRUCTIONAL SYSTEMWIDE S	MATH	.	.	.	.	.	.	21
9731 INSTRUCTIONAL SYSTEMWIDE S	SSS READ	21	.	.	.	.	.	.
9732 MERRICK EDUCATIONAL CENTER	FCAT 2.0	9	.	.	.	.	.	.
9732 MERRICK EDUCATIONAL CENTER	MATH	.	12	.	2	.	.	41
9732 MERRICK EDUCATIONAL CENTER	SSS READ	51	.	2	.	.	.	.
Total:	FCAT 2.0	62	0	7	0	2	0	0
Total:	MATH	0	104	0	10	0	2	8674
Total:	SSS READ	5535	0	5	0	0	0	0
Overall:		5597	104	12	10	2	2	8674

FALL 2011 FCAT / FCAT 2.0 RETAKE PAPER-BASED MATERIALS COUNTS

LOC	SCHOOL NAME	READING RETAKE	CBT WORK FOLDERS
7012	American Adult	45	30
7072	Coral Gables Adult	75	45
7112	Hialeah Adult	70	35
7132	Hialeah-Miami Lakes Adult	n/a	40
7202	Miami Beach Adult	n/a	45
7272	Miami Coral Park Adult	n/a	30
7342	Miami Jackson Adult	30	30
7432	Miami Palmetto Adult	n/a	35
7462	Miami Senior Adult	105	65
7512	Miami Springs Adult	n/a	40
7532	Miami Sunset Adult	110	60
7592	North Miami Adult	180	120
7602	Turner Tech. Adult	100	100
7702	South Dade Adult	n/a	70
7742	Southwest Miami Adult	45	20
8139	Miami Dorsey Adult	80	80

ATTACHMENT G
“FRIENDLY REMINDER”
FROM THE TEST DISTRIBUTION CENTER (TDC)
FALL 2011 FCAT / FCAT 2.0 RETAKE TEST MATERIALS RETURN

TO BE SCORED

RED RETURN LABEL

- TO BE SCORED Test and Answer Books, including **invalidated** documents with the DNS bubble gridded.

Note: Place invalidated documents on top of the TO BE SCORED Test and Answer Books, under the corresponding Retake Document Count Form. Reasons for invalidations are listed on the TAM, pgs.16-17 and CBT TAM p.14.

Remember to place the completed Retake Document Count Form on top of the answer documents in the banded stack labeled 1 of N. A separate form must be completed for each document type.

WHITE RETURN LABEL

- All Special Documents received for Visually Impaired (VI) TO BE SCORED and NOT TO BE SCORED (TAM, pgs. 62 and 99).

Pack talking calculators in a manila envelope separately, from Visually Impaired test materials and return on the scheduled date.

NOT TO BE SCORED

YELLOW RETURN LABEL

- Unused Test and Answer Books (non-preidentified and preidentified).
- Defective documents with the DNS bubble gridded (TAM, pg. 65).
- Reading Passage Booklets, if applicable.

DISTRICT ASSESSMENT COORDINATOR ONLY BOX

- Original *Administration Record / Security Checklist* or school's developed form with all the required information, (TAM, sample pgs. 15 and 119).
- Original *Security Logs* for Fall 2011 FCAT / FCAT 2.0 Retake, (TAM, pg. 117 and CBT TAM, pg. 175).
- Original Seating Charts (Training Packet, Attachment H)
- Reference Sheets (Used and Unused)
- Florida Computer-Based Testing Work Folders (Used and Unused) (CBT only)
- Session Rosters (CBT only)
- Seal Codes (CBT only)
- Original *Accounting for All Secure Documents* for Fall 2011 FCAT / FCAT 2.0 Retake, (Training Packet, Attachment I).
- Original *School Procedural Checklist* (FM-6927), (Training Packet, Attachment B).

Please retain copies of all of the above documents for your records. Student Authorization Tickets should also be retained at the school for one calendar school year.

Write your school's name, school number, and **“District Assessment Coordinator Only”** on this box. Do not place a colored label on the box or pack any test materials in this box. This box will be retained for our records at TDC.

Note: The test administration manuals and unused non-secure materials, should **NOT** be recycled or destroyed **until scores for the Fall 2011 FCAT / FCAT 2.0 Retake administration have been reported.**

ATTACHMENT H

Sample Seating Chart

School _____ Location _____ Test _____

Teacher _____ Proctor _____

Test Group Code _____ Room # _____ Date _____ Time _____

☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐

ATTACHMENT I

MIAMI-DADE COUNTY PUBLIC SCHOOLS FALL 2011 FCAT / FCAT 2.0 RETAKE

ACCOUNTING FOR ALL SECURE DOCUMENTS

INSTRUCTIONS

This form was designed to help schools keep track of test documents and ensure that no materials inadvertently remain behind at the school. Please complete the following steps on the attached table to account for the return of all FCAT / FCAT 2.0 Retake documents with security numbers.

- 1.** Enter the number of documents reported to the Assessment Department as being missing, lost, or destroyed, if applicable.
- 2.** Enter the number of documents returned in the TO BE SCORED shipment. To obtain this information, use your copies of the Retake Document Count Forms.
- 3.** Enter the number of documents returned in the NOT TO BE SCORED shipment.
- 4.** Enter the sum of columns 1 through 3.
- 5.** Enter the total number of documents indicated on packing lists, including additional orders.
- 6.** Initial to verify that the numbers of documents entered in columns 4 and 5 agree.
- 7.** Place the completed original form in the District Assessment Coordinator Only Box and retain a copy for your records.

ACCOUNTING FOR ALL SECURE DOCUMENTS Fall 2011 FCAT/ FCAT 2.0 Retake

School Name: _____

School Number: _____

		1 +	2 +	3 +	4 =	5	6 Verification
Grade Level	Item Description	# Reported missing, lost, or destroyed	# Returned TO BE SCORED	# Returned NOT TO BE SCORED	Sum of columns 1 through 3	Total indicated on packing lists	Columns 4 and 5 agree
Retake	Fall FCAT Reading Retake Test and Answer Book						
Retake	Fall FCAT Mathematics Retake Test and Answer Book						
Retake	Fall FCAT 2.0 Reading Retake Test and Answer Book						

Place the completed original form in the **District Assessment Coordinator Only Box**. Retain a copy for your records.

(Print) Name of person completing form

Signature

Title

Date

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:

Dr. Sally A. Shay, District Director

sshay@dadeschools.net

Ms. Maria C. Bruguera, Director I

mbruguera@dadeschools.net

Ms. Mara Ugando, Staff Specialist

mugando@dadeschools.net

TEST DISTRIBUTION CENTER (TDC)

13135 S.W. 26 Street

Miami, FL 33175

Center Hours: 7:30 a.m. to 4:00 p.m.

Telephone Number: 305-995-3743

Fax Number: 305-995-3963

Testing Materials / Delivery/Return:

Ms. Magaly Hernandez, Supervisor I

mrhernandez@dadeschools.net

Ms. Maria Vargas, Administrative Assistant II

mhvargas@dadeschools.net

INFORMATION TECHNOLOGY SERVICES (ITS)

Infrastructure and System Support:

Mr. Javier Perez, Executive Director

JPerez@dadeschools.net

Telephone: 305-995-3331

Mr. Roly Avila, Supervisor

ravila@dadeschools.net

Telephone Number: 305-995-3334

Abbreviated User Role Matrix – Florida

The matrix below outlines the major functions assigned to each PearsonAccess user role. Specifically, these user roles illustrate the following:

- **District Assessment Coordinators** can view score reports and complete all tasks required for computer-based and paper-based testing setup.
- **School Administrators** (e.g., school principals) can only view limited data about students testing, but they are the only school-level users who can view score reports.
- **CBT Coordinators** (e.g., school assessment coordinators, technology coordinators) can complete all activities related to the setup and administration of computer-based testing. CBT Coordinators **cannot** view score reports.
- **CBT Test Administrators** (e.g., test administrators assigned to a specific testing room) can only view students testing and can resume tests for students if they exit the test (intentionally or unintentionally). These permissions are included under **Test Management > Manage Test Sessions**.

ABILITY	District Assessment Coordinator	School Administrator	CBT Coordinator	CBT Test Administrator	DESCRIPTION
STUDENT DATA					
Student Data > Student Data File Submission					
Student Data File Submission	Y	N	N	N	This process allows the user to upload student data file into the system. Student data refers to student demographic data and other test-related information about individual students. Student data must be uploaded or entered into the system before students can be registered for a test or receive a PreID student label.
Student Data > Student Data Information					
View Student Data Information	Y	Y	Y	Y	This link allows the user to view students that are in the system for their assigned organization (school or district).

ABILITY	District Assessment Coordinator	School Administrator	CBT Coordinator	CBT Test Administrator	DESCRIPTION
Add Student	Y	N	Y	N	This button allows the user to add a new student master record.
Test Setup > Orders					
View Orders/Shipments	Y	Y	Y	N	This link allows user to order additional paper materials (short shipments, etc.), check on the status of existing orders, and track order shipments.
Add New Order	Y	N	N	N	This button allows the user to Order additional paper materials.
TEST MANAGEMENT					
Test Management > Student Registration					
View/Update Registered Students	Y	Y	Y	Y	This link allows the user to access the "Student Registration" module, to assign students to paper and online tests, as well as view student counts by administration, and to update student demographic data.
Edit Registered Students - Online	Y	N	Y	Y	This button allows the user to modify the registration details for the student in the administration.
Add Registration Class	Y	N	Y	N	This button allows the user to add the student to an existing group. Since tests are assigned to students through a group, this will be done before adding test assignments.
Remove Registration Class	Y	N	Y	N	This button allows the user to remove the student from the group.
Assign Students to a Test	Y	N	Y	N	This button allows the user to add the test assignment for the student.
Remove Student Test Assignments	Y	N	Y	N	This button allows the user to remove the student's test assignment.
Move Students Test Assignments	Y	N	Y	N	This button allows the user to move the student's test assignment instead of removing and adding a new test assignment.
Edit Student Test Assignments	Y	N	Y	N	This button allows the user to change the test assignment details for a student.
Remove Registered Students - Online	Y	N	Y	N	This button allows the user to remove the registration for the student from the test administration.

ABILITY	District Assessment Coordinator	School Administrator	CBT Coordinator	CBT Test Administrator	DESCRIPTION
Test Management > Manage Test Sessions					
View Session	Y	Y	Y	Y	This link allows the user to access the "Manage Test Sessions" module.
Add Session	Y	N	Y	N	This button allows the user to create a new session. The session must be created before students can be assigned to an online test.
Delete and Edit Session	Y	N	Y	N	This button allows the user to delete the session or to edit the details of a test session.
Assign Accommodation Form Groups	Y	N	Y	N	This allows the user to be able to select an accommodation form group.
Access Student Authorizations	Y	N	Y	N	This allows the user to view Student Authorization tickets. Each student must have a Student Authorization Ticket (or "test ticket") in order to log in to a test. Test tickets contain the URL that students enter into TestNav to access a test, unique Login ID, Password, and Test Code needed to log in.
Access Seal Codes	Y	N	Y	N	This allows the user to view Seal Codes within the Session Details screen. Students will need a seal code to enter Session 2 of the FCAT 2.0 Reading Retake.
Resume Test	Y	N	Y	Y	This allows the user to resume test when a student exits Test Nav (unintentionally or intentionally) before completing a test, and will resume the same test.
Mark Test Complete	Y	N	Y	N	This button allows the user to mark the test complete if a student exits TestNav and will not resume the same test, or if a student has never logged in to a test but must be accounted for.
Proctor Caching	Y	N	Y	N	This button allows the user to pre-cache (download) test content from the Pearson testing server to a secure "local" server prior to starting a test session. This is required for Florida's computer-based testing program.
Start Session	Y	N	Y	N	This allows the user to start the test session. A test session must be started before students in the session can log in to the test.
Stop Session	Y	N	Y	N	This button allows the user to stop the test session. A test session cannot be stopped until all the students are in "Completed" or "Marked Complete" status.

ABILITY	District Assessment Coordinator	School Administrator	CBT Coordinator	CBT Test Administrator	DESCRIPTION
Form Override	Y	N	Y	N	This link allows the user to update the form group type and the form for the student once the session is started.
Refresh Test Session Details Status	Y	N	Y	Y	This permission allows the user to refresh the "Status" column in the Test Session Details screen without refreshing the whole page. The "Status" column shows the testing status of the students in the session.
TEST SCORES					
Test Results > Published Reports					
View Published Reports	Y	Y	N	N	This allows the user to access the "Published reports" module. These are pre-generated reports and data extracts available in PDF version for viewing, download and printing. These reports include results for both online and paper students.
SECURITY					
Administrative Management > Security > View User Accounts					
Search/View User Account	Y	Y	Y	Y	This link allows the user to access and manage "User Accounts". A user is a person who has been given a user account. A user account allows the user to access the online system and, depending on that user's role, perform various functions within the system.
Add New User Account	Y	N	Y	N	This button allows the user to create a new user account.
Edit Other User Account	Y	N	N	N	This button allows the user to edit the Other User account details. This does not control the edit button in the "Your Account" page.
Lock User Account	Y	N	N	N	This allows the user to lock a user account. A locked account prohibits the user from logging in to the system.
Unlock User Account	Y	N	N	N	This allows the user to unlock a user account. An unlocked account means that the user can log in to the system and perform various functions.

ABILITY	District Assessment Coordinator	School Administrator	CBT Coordinator	CBT Test Administrator	DESCRIPTION
Delete User Account	Y	N	N	N	This allows the user to delete a user account. Deleted user account cannot login to the system. In order to regain system access, deleted user accounts need to be reactivated by an authorized user.
Reset Password	Y	N	N	N	This allows the user to reset the password for a user account. An email will be generated and sent to the user. The email will contain instructions for defining a new password.
Export Users	Y	N	N	N	This allows the user to export a list of all users to an Excel spreadsheet.
Administrative Management > Security > Send User Account File					
Send User Account File	Y	N	N	N	This link allows the user to have access to "Send user account file" module. This allows the user to upload user files.
SYSTEM STATUS					
Administrative Management > System Status > System Monitoring > Students Currently Testing					
Students Currently Testing	Y	N	Y	Y	This link allows the user to access the "Students Currently Testing" module. This shows the real-time total number of students with an "Active" status for online tests within a test administration.
Administrative Management > System Status > System Monitoring > Verify Transmission Receipt					
Verify Transmission Receipt	Y	N	Y	Y	This link allows the user to verify that the testing server and a student's workstation are communicating successfully.
View Student Response Data	N	N	N	N	This link allows the user to view the student response data. For users who do not have the permission, the screens only report whether a student has viewed a particular test item. Only State and Contractor-level users can view actual student responses.
Administrative Management > System Status > System Monitoring > View Data Files					
View Data Files	Y	N	N	N	This link allows the user to retrieve the data files that have been generated and are stored by the system.

GUIDE TO SETTING UP AND MANAGING PEARSONACCESS USER ACCOUNTS (UPDATED AUGUST 2011)

District assessment coordinators are responsible for creating new user accounts for schools participating in computer-based testing (CBT) in their districts or for training certain school users to create accounts. They are also responsible for ensuring the account End Dates for all users in the district are accurate and are not set to expire prior to or during the test administration.

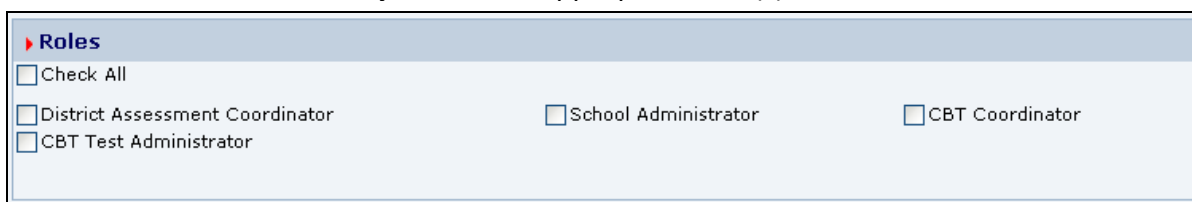
New user accounts can be created individually using the Create New User wizard in PearsonAccess or in groups using a file upload. Both methods are explained in this guide.

Before setting up these accounts, inform school users that they will be receiving notification emails from florida@support.pearson.com once their accounts have been created. Please remind them that they may receive two nearly identical emails (one for the Training Center and one for the PearsonAccess operational site), and that they must use the links provided to set up a password for each account.

Determine User Roles

Computer-based testing manuals, guides, and training materials describe tasks to be completed in PearsonAccess before, during, and after testing. The ability to complete tasks is tied to the user role associated with a PearsonAccess user account. Please see the attached *Abbreviated User Roles Matrix – Florida* for the permissions assigned to each user role. Depending on the size of the school and the district, one individual may require more than one user role. For example, a school assessment coordinator might also serve as a school technology coordinator, or a district technology coordinator might serve as the school technology coordinator in several schools. **Carefully review the user roles matrix and assign user roles as appropriate, based on your district's policies.**

If you create accounts **individually**, select the appropriate role(s) in the Create New User wizard:



Roles

☐ Check All

☐ District Assessment Coordinator ☐ School Administrator ☐ CBT Coordinator

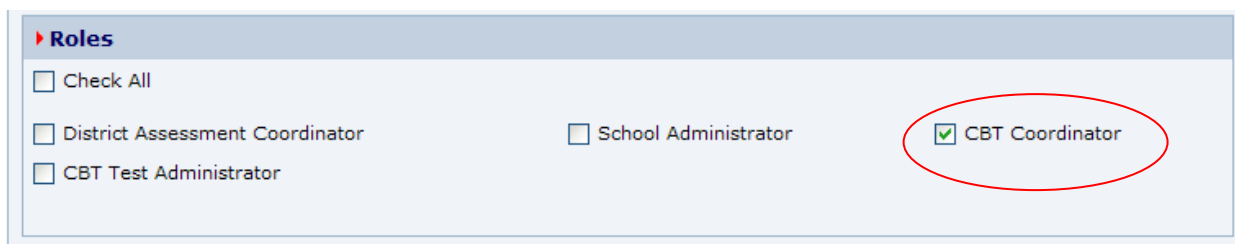
☐ CBT Test Administrator

If you create accounts **in groups**, enter the appropriate role in the column on the .csv file, separating multiple roles with colons. See the list extracted from a sample .csv file below:

Roles
District Assessment Coordinator
School Administrator
CBT Test Administrator
District Assessment Coordinator
School Administrator
School Administrator:CBT Coordinator

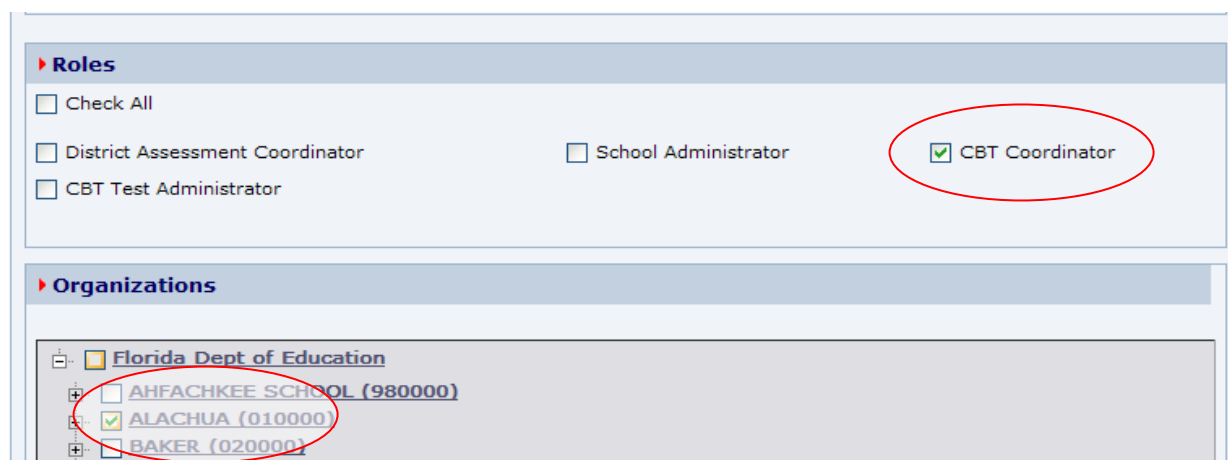
Follow the instructions for each user type carefully. The following list contains general recommendations from the FDOE, but please consider your district's policies when making assignments.

- For **school** staff involved in **computer-based testing** activities only, assign the **CBT Coordinator** role **ONLY**. **These staff members will NOT have access to score reports.**



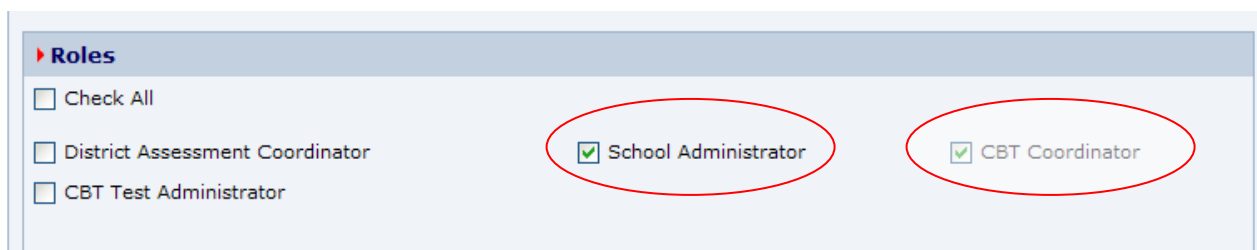
The screenshot shows a 'Roles' section with a list of checkboxes. The 'CBT Coordinator' checkbox is checked and circled in red. The other roles listed are 'Check All', 'District Assessment Coordinator', 'School Administrator', and 'CBT Test Administrator', all of which are unchecked.

- For any **district** staff involved in **computer-based testing** (assessment and technology staff) who **should not have access to score reports**, assign the **CBT Coordinator** role and select your district as the assigned organization.



The screenshot shows two sections: 'Roles' and 'Organizations'. In the 'Roles' section, the 'CBT Coordinator' checkbox is checked and circled in red. In the 'Organizations' section, a tree view shows 'Florida Dept of Education' expanded, with 'ALACHUA (010000)' selected and circled in red. Other organizations listed are 'AHFACHKEE SCHOOL (980000)' and 'BAKER (020000)'.

- For any **district** staff involved in **computer-based testing** who should have **access to score reports**, assign the **District Assessment Coordinator** role and select your district as the assigned organization.
- For any **school** staff who need **access to score reports** but will **not** be involved in computer-based testing activities, assign the **School Administrator** role.
- For any **school** staff involved in **computer-based testing** who also require **access to reports**, assign the **School Administrator** role and the **CBT Coordinator** role. **This is the ONLY scenario in which both would be selected.**



The screenshot shows the 'Roles' section with two checkboxes selected and circled in red: 'School Administrator' and 'CBT Coordinator'. The other roles listed are 'Check All', 'District Assessment Coordinator', and 'CBT Test Administrator', all of which are unchecked.

Please check the currently assigned user roles carefully to ensure that **ONLY** those users who should have access to reports are assigned the *School Administrator* or *District Assessment Coordinator* user roles.

School Administrators and CBT Test Administrators are unable to create user accounts. The following table illustrates the roles District Assessment Coordinators and CBT Coordinators may assign when creating new user accounts.

User Role	May assign the following roles:
District Assessment Coordinator	• District Assessment Coordinator • School Administrator • CBT Coordinator • CBT Test Administrator
CBT Coordinator	• CBT Coordinator • CBT Test Administrator

District assessment coordinators who would like their CBT Coordinators to create these school-level accounts will need to train CBT Coordinators to do so. The instructions in this guide are geared toward district-level users.

Verify End Dates for All Users

At the beginning of the school year, confirm that the account End Dates for all users in your district are not set to expire prior to or during the test administration. **Neither the FDOE nor Pearson is reviewing and updating user data, and the default End Date for an account is one year after its initial creation.**

The instructions below can be used in conjunction with the **Create/Modify User Accounts – Group** instructions to submit a .csv file that includes new users and updated End Dates.

1. Log in to www.PearsonAccess.com/FL. Remember to complete the following steps in **both** the Training Center (brown) and the operational (blue) sites.
2. Go to **Administrative Management** and select **View User Accounts**.
3. Export an Excel file of all user accounts.

Home > Administrative Management > View User Accounts

View User Accounts

[Return to Administrative Management](#)

New User |
 Mark User As |
 Reset Password |
 Export to Excel

0 Users Selected

User ID	Name	E-mail Address	Roles
---------	------	----------------	-------

- In the Excel file, review the End Date column for all users.

J	K
Start Date	End Date
6/21/2009 0:00	6/21/2012 0:00
7/9/2011 1:00	7/9/2013 1:00
7/9/2011 1:00	7/9/2013 1:00
4/2/2010 0:00	4/9/2010 0:00
11/17/2009 15:55	8/26/2011 6:06
11/17/2009 15:59	8/26/2010 6:06
2/22/2011 0:00	2/22/2013 0:00
3/3/2011 0:00	6/29/2012 0:00
3/3/2011 0:00	6/29/2012 0:00

- If any End Dates are scheduled before the end of the administration year and the user should remain active, update the End Date. The date and time are required fields (MM/DD/CCYY HH:mm). **Remember to account for school administrators who will need to retrieve score reports over the summer.** Save the file.
- To submit the updated user account file, go to **Administrative Management** and click **Send User Account File**.

Home > Administrative Management

Administrative Management

[Return to Home](#)

Security

View User Accounts
 Send User Account File

- Click **Browse** to select the file you just updated. The file does not require a particular title; however, it must be saved as a .csv file.

Home > Administrative Management > Send User Account File

Send User Account File

[Return to Administrative Management](#)

Send User Account File

File Name

File processing may require up to 24 hours

File Status Notification

Primary Contact:
tara.gardner@fldoe.org

☒ **E-mail Additional Contacts**
[add/change additional contacts](#)

File Name	Sent By	Sent Date	Status	Messages
UAT_Send_User_Account_Test_File.csv	egolfal	10/02/2010 11:51 AM	Complete	Processing complete

Results: 1-1 of 1

8. Click **Send**.

When the file is submitted, a processing step will validate the records and check for errors. **All valid records will be loaded to the database.** Records with data problems will not be loaded to the database. If an email address is provided when uploading the file, an email notification will be sent when processing is complete. The email will detail the status of the uploaded file and provide you with a link to the PearsonAccess website so you can review the file upload status.

File Status

- To check the status of a submitted file, return to the **Send User Account File** screen. The lower half of the screen displays the processing status of submitted files; the status is typically displayed within 2 hours of submitting the file.

Results: 1-5 of 74				
File Name	✓ Sent By	✓ Sent Date ▼	✓ Status	Messages
Invalid_Firstname_REF.csv	RegTestuser	04/07/2009 03:21 AM	Rejected	System Error
Complete_with_problems_new.csv	RegTestuser	04/07/2009 03:17 AM	Complete with problems	Processing complete
Complete_with_problems_new.csv	RegTestuser	03/31/2009 12:12 AM	Complete with problems	Processing complete
Invalid_UploadHeaderwithoutvalues_REF.csv	sachinkorg	03/26/2009 04:57 AM	Complete with problems	Processing complete
Invalid_UploadHeaderwithoutvalues_REF.csv	RegTestuser	03/17/2009 09:00 AM	Complete with problems	Processing complete

- The Status column may display any of the following:
 - Processing:** The file is going through the validation process.
 - Rejected:** The file format was invalid or ALL of the records in the file were invalid.
 - Complete:** All records in the file were successfully uploaded.
 - Complete with problems:** Valid records in the file were uploaded, but some records were not successfully uploaded due to errors.
- To review information about the file, use the **File Details** screen. Click on the message in the **Messages** column to go to the **File Details** screen. If there is a problem with the file (Status = Complete with problems), click the "+" in the Records column for a description of the error causing the data problem (see example on the next page). Use the information to make necessary corrections to the user account file, and then resubmit the file.
 - To view the contents of a submitted file, click **download file**.
 - If there are data problems with the file, review the entire user account file before resubmitting the file. Once corrections have been made to the records with data problems, you can upload the modified file on the **Send User Account File** screen.

File Details

[Return to Send User Account File](#)

View File Details

File: **Invalid UploadHeaderwithoutvalues_REF.csv** [download file](#)

Size: **0.5 Kb**

Sent By: **Regfname Reglname**

Sent Date: **03/17/2009 08:58 AM**

Status: **Data Problems in file**

Records	Data Problems
5	Failed accounts

Results: 1-1 of 1

Create New User Accounts—Individual

These instructions are for creating user accounts individually using the Create New User wizard, and the instructions apply for creating accounts in PearsonAccess and in the Training Center. Creating individual user accounts is recommended if you only need to create a few accounts. To create or update multiple accounts, see “Create/Modify User Accounts—Group” on page 9 of this guide. Please note, CBT Coordinators at the school level can **ONLY** create new accounts individually; they may not create accounts in groups using the file upload (only District Assessment Coordinators may use the file upload).

1. Log in to www.pearsonaccess.com/FL. Remember to complete the following steps in **both** the training center (brown) and operational (blue) sites.
2. Go to **Administrative Management** and select **View User Accounts**.
3. Click **New User** to go to the **New User Account** screen.

View User Accounts

[Return to Administrative Management](#)

[New User](#) | [Mark User As](#) | [Reset Password](#) | [Export to Excel](#)

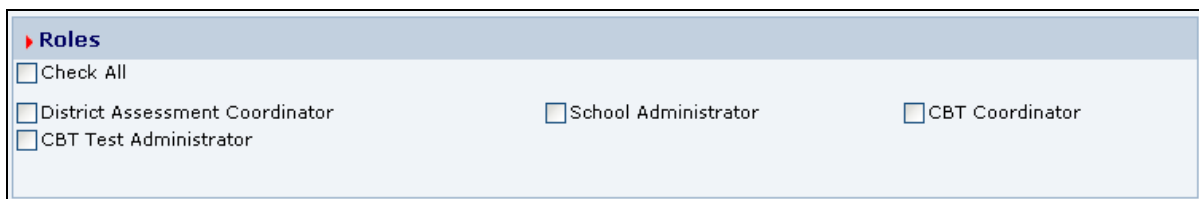
0 Users Selected

Enter the **User ID**, **First Name**, **Last Name**, and **Email Address** of the user. For the User ID, FDOE recommends using the first four letters of the last name and the first two letters of the first name (e.g., “JohnAa” for Aaron Johnson). Usernames and passwords are case-sensitive. **For Training Center accounts, we recommend that you end the User ID with “-TC”** (e.g., “JohnAa-TC”) to distinguish these accounts from PearsonAccess operational accounts.

You have the option of specifying an account Start Date and End Date by clicking on the calendar icons next to those fields. If you specify Start and End Dates, the user can log in only during the specified time frame. **User accounts expire at 1:00 A.M. on the End Date and users do NOT**

receive notifications that their accounts are expiring. For example, an End Date of September 30, 2011, means that the user will be able to log in through 12:59 A.M. on September 30, 2011. The default start date is the date the account is created. The default End Date is one year from the Start Date.

4. Select the box(es) next to the user role(s) for the new user. **Carefully follow the recommendations provided above for determining user roles. Remember that the CBT Coordinator role must be selected for all staff involved in computer-based testing.**



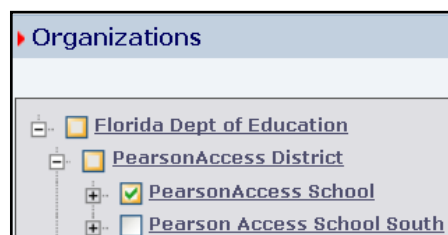
Roles

☐ Check All

☐ District Assessment Coordinator ☐ School Administrator ☐ CBT Coordinator

☐ CBT Test Administrator

5. Select the appropriate organization(s) for the new user. The organization is the school or district name. To assign a district user, click the box next to the district name. To assign a school user, click the **plus sign** next to the district name to expand the list and show all schools. Click the box next to the school name to select the school. Multiple organizations can be selected for a user.



Organizations

☐ Florida Dept of Education

☐ PearsonAccess District

☒ PearsonAccess School

☐ Pearson Access School South

6. Click **Save**.

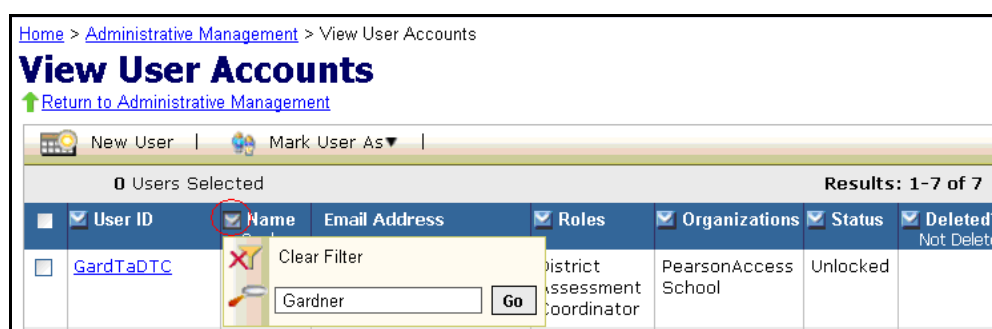
After you click **Save**, a notification is automatically sent to the new user's email address. The email contains a link to the login screen where the new user will create a password and enter the site.

NOTE: Remember to create two accounts for each user – one in PearsonAccess operational (blue) and one in the Training Center (brown).

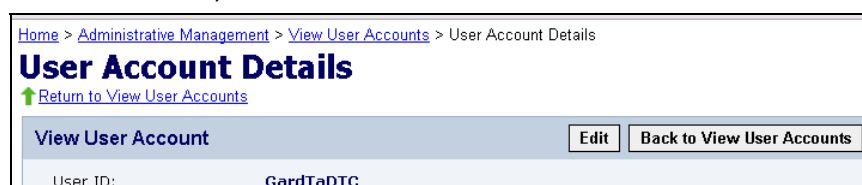
Modify User Roles for an Account—Individual

If your district participated in a previous computer-based test administration and users in your district have existing accounts, you do not need to create new accounts. Instead, review the user roles assigned to existing accounts to ensure they are accurate, and verify the End Dates. **Verify that any users assigned School Administrator accounts are permitted to access reports.**

1. From the **View User Accounts** screen, search for the user by clicking the arrow next to one of the column headings (e.g., name, organization). Use the **Roles** column to confirm the current roles assigned to this user.



2. If the role needs to be modified, click the **User ID** to see the **User Account Details** screen.



3. Click the **Edit** button. This screen will be similar to the account setup screen, but the roles will already be selected.



4. Use the checkboxes to change the role(s) assigned to the user.

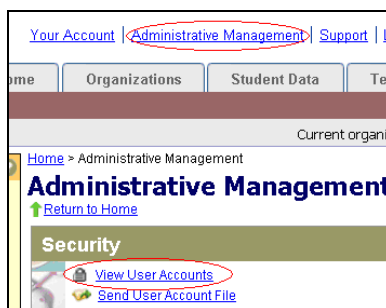


5. Click Save. The user will NOT be notified that his or her account has been updated.
If you have problems creating or modifying accounts, please contact Pearson at 877-847-3043 or Florida@support.pearson.com, Monday-Friday, 7:00 am-8:30 pm (EST).

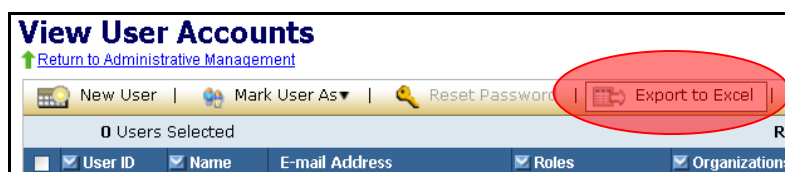
Create/Modify User Accounts—Group

District Assessment Coordinators can create multiple new user accounts or modify existing accounts via a user upload template. The template is a .csv file containing the appropriate headers and fields that are required to successfully upload a user account file. The same file can be used to create or modify accounts in the **Training Center** and in **PearsonAccess**.

1. To access the current user account file, click **Administrative Management** and then click **View User Accounts**.



2. Click the **Export to Excel** button to download the user accounts file for all users in your district.



3. Create or update the file according to the following table. Apply changes to the data, and then save the file (**must save as .csv**).

Please be aware of the following when editing the .csv file:

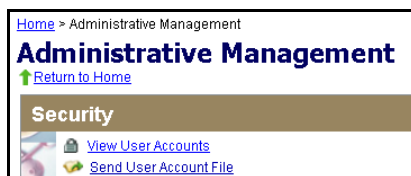
- The header row is necessary and should not be modified. Headers in the .csv file must precisely match those listed in the table so that the system can identify which fields are included in the file.
- All fields included in the .csv file will be updated when the file is uploaded. Therefore, it is best to include ONLY fields to be updated. Users that do not need to be updated can be deleted from the file before it is uploaded.
- For districts 01 through 09, ensure the leading zeroes are properly formatted in the .csv file. In Excel, format these cells to require six digits, including zeroes, using the “Custom” cell format category.
- For Start Date and End Date, ensure the cells are formatted for MM/DD/CCYY HH:mm. (See the following chart for a description.) If this is not formatted properly, you will receive an error message.

Column Descriptions and Rules		
Header	Description	Rules
Action	The code representing the action to be taken for the record.	Required field. Case-sensitive. Valid values are: C (Create) U (Update)

Column Descriptions and Rules		
Header	Description	Rules
User Id	Contains the unique user ID. Must be unique. If the user ID entered is already taken and a C is in the Action field, you will receive an error message upon upload.	Required field. Case-sensitive. It is recommended that Training Center accounts end in “-TC” to distinguish them from the PearsonAccess operational accounts.
First Name	User’s first name.	Required field. Do not include commas.
Middle Name	User’s middle name.	Optional field (can be left blank).
Last Name	User’s last name.	Required field. Do not include commas.
Email	User’s email address. The email address is used to supply login instructions.	Required field.
Authorized Organizations	The 6-digit district/school number (or 2-digit district number followed by 4 zeroes for district-level users). The values in this field should represent ALL organizations associated with the user.	Required field. Multiple organization codes must be separated with a colon. Include leading zeros (e.g., Alachua would begin with 01). For a district-level account, the two-digit district number is followed by four zeroes (e.g., 140000 for DeSoto).
License Code	Leave this field blank.	
Roles	Contains the role(s) associated with the user (District Assessment Coordinator, School Administrator, CBT Coordinator, or CBT Test Administrator).	Required field. Titles must be stated exactly. Multiple roles must be separated with a colon. See the “Determine User Roles” section of this guide.
Locked	Identifies whether the user’s account should be locked. Populate with “true” if the account should be locked. Populate with “false” (or leave blank) if the account should remain unlocked. If an account is locked, the user will receive an error message when attempting to log in to PearsonAccess. Use this field to control user access throughout the school year.	Valid values are: True False When blank, the system will default the locked status to False (unlocked).

Column Descriptions and Rules		
Header	Description	Rules
Start Date	Identifies when a user account becomes active.	Required field. Format as: MM/DD/CCYY HH:mm MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year HH is the hour based on 24 hours mm is the minute For example, 08/31/2011 17:00
End Date	Identifies when a user account becomes inactive. Default setting is one year. Check accounts carefully to ensure they will not end during an administration window.	Required field. Format as: MM/DD/CCYY HH:mm MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year HH is the hour based on 24 hours mm is the minute For example, 08/31/2012 17:00
Deleted	Identifies whether the user's account should be deleted. Populate this field with "true" if the account should be deleted. Populate with false (or leave blank) if the account should not be deleted.	Valid values are: True False When blank, the system will default the deleted status to False (not deleted).

4. To submit the updated user account file, go to **Administrative Management** and click **Send User Account File**.



5. Click **Browse** to select the file you just updated or created. The file does not require a particular title; however, it must be saved as a .csv file.

Home > Administrative Management > Send User Account File

Send User Account File

[Return to Administrative Management](#)

Send User Account File

File Name

File processing may require up to 24 hours

File Status Notification

Primary Contact:
tara.gardner@fldoe.org

☒ **E-mail Additional Contacts**
[add/change additional contacts](#)

Results: 1-1 of 1				
File Name	Sent By	Sent Date	Status	Messages
UAT_Send_User_Account_Test_File.csv	egolfal	10/02/2010 11:51 AM	Complete	Processing complete

Results: 1-1 of 1

6. Click **Send**.

When the file is submitted, a processing step will validate the records and check for errors. **All valid records will be loaded to the database.** Records with data problems will not be loaded to the database. If an email address is provided when uploading the file, an email notification will be sent when processing is complete. The email will detail the status of the uploaded file and provide you with a link to the PearsonAccess website so you can review the file upload status.

File Status

- To check the status of a submitted file, return to the **Send User Account File** screen. The lower half of the screen displays the processing status of submitted files, and the status is typically displayed within 2 hours of submitting the file.

Results: 1-5 of 74				
File Name	Sent By	Sent Date	Status	Messages
Invalid_Firstname_REF.csv	RegTestuser	04/07/2009 03:21 AM	Rejected	System Error
Complete_with_problems_new.csv	RegTestuser	04/07/2009 03:17 AM	Complete with problems	Processing complete
Complete_with_problems_new.csv	RegTestuser	03/31/2009 12:12 AM	Complete with problems	Processing complete
Invalid_UploadHeaderwithoutvalues_REF.csv	sachinkorg	03/26/2009 04:57 AM	Complete with problems	Processing complete
Invalid_UploadHeaderwithoutvalues_REF.csv	RegTestuser	03/17/2009 09:00 AM	Complete with problems	Processing complete

- The Status column may display any of the following:
 - Processing:** The file is going through the validation process.
 - Rejected:** The file format was invalid or ALL of the records in the file were invalid.
 - Complete:** All records in the file were successfully uploaded.
 - Complete with problems:** Valid records in the file were uploaded, but some records were not successfully uploaded due to errors.
- To review information about the file, use the **File Details** screen. Click on the message in the **Messages** column to go to the **File Details** screen. If there is a problem with the file (Status = Complete with problems), click the "+" in the Records column for a description of the error causing the data problem. Use the information to make necessary changes to the user account file, and then resubmit the file.

- o To view the contents of a submitted file, click **download file**.
- o If there are data problems with the file, review the entire user account file before resubmitting the file. Once corrections have been made to the records with data problems, you can upload the modified file on the **Send User Account File** screen.

File Details

[Return to Send User Account File](#)

View File Details

File: **Invalid UploadHeaderwithoutvalues_REF.csv** [download file](#)
 Size: **0.5 Kb**
 Sent By: **Regfname Reglname**
 Sent Date: **03/17/2009 08:58 AM**
 Status: **Data Problems in file**

Results: 1-1 of 1	
Records	Data Problems
+ 5	Failed accounts
Results: 1-1 of 1	

Periodically review all user accounts to ensure that all users are active and that accounts for users who should not have access are locked or deleted.

If you need help managing accounts or have questions regarding PearsonAccess, you may contact Pearson Customer Support at 877-847-3043 or Florida@support.pearson.com, Monday-Friday, 7:00 am-8:30 pm (EST).