

**WINTER 2011-12 FLORIDA
ALGEBRA 1 END-OF-COURSE (EOC) ASSESSMENT
COMPUTER-BASED TEST (CBT)**

TRAINING PACKET



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

Miami-Dade County Public Schools

**WINTER 2011-12 FLORIDA ALGEBRA 1 EOC ASSESSMENT ADMINISTRATION
SCHEDULE OF ACTIVITIES**

	School Assessment Coordinator	Technology Coordinator
October 26 – November 7	Complete Certification Tool - EOC Survey https://app1.fldoe.org/CBT/CertificationTool .	Complete Technology Readiness Activities and inform the School Assessment Coordinator. Select Proctor Cache Computer. Install software and configure to PearsonAccess.
November 14 – 21	Carry out school-wide Infrastructure Trial.	Carry out school-wide Infrastructure Trial.
November 16	-	View Algebra 1 EOC School Technology Coordinator Pearson WebEx Training.
November 17	View Algebra 1 EOC District / School Assessment Coordinator Pearson WebEx Training.	-
November 21 or November 28 (Adult Ed)	Attend mandatory Algebra 1 EOC School Assessment Coordinator Training.	-
November 21 – December 2	Create accounts for test administrators in Pearson site (operational). Create or reset your password for each Pearson site (operational and training center).	-
November 22 – December 2	Complete training test administrators and proctors. Provide Technology Coordinator a list of all test sessions at the school. Verify student information. Complete scheduling activities. Print Student Authorization Tickets and Session Rosters.	Configure browser setting for the Proctor Cache computer and cache test content. Set up student workstations. Establish URL links. Install visual barriers.
November 28-30	Delivery of Algebra 1 EOC paper test materials and/or Braille materials, Pre-ID student labels (if applicable), test administration manuals, and work folders via Zap Courier Service. Verify shipment. <u>Adult Centers:</u> Pick up Algebra 1 EOC test materials and calculators at TDC.	-
December 5 – 16	Manually start Algebra 1 test sessions. Resume test sessions, as required. Monitor test sessions.	Run Proctor Caching during testing. Assist test administrators and school assessment coordinator during testing.
December 9 – 16	Mark Algebra 1 test sessions complete and stop test sessions. Invalidate student results, if applicable, and record accommodations. Delete PDF copies of the Student Authorization Tickets and Session Rosters from your computer. Verify software removal. Complete School Assessment Coordinator Comment Form online.	Purge Algebra 1 EOC test content from Proctor Caching station after testing. Complete the School Technology Coordinator Comment Form online.
December 12-13	Hand-deliver all "TO BE SCORED" and "NOT TO BE SCORED" Algebra 1 EOC paper-based test materials and/or the District Coordinator Only Box to the Test Distribution Center. <u>Adult Centers:</u> Please also return calculators.	-

EOC SAMPLE PARENT LETTER (ENGLISH VERSION)

[Date]

Dear Parent/Guardian,

This letter serves as notification that your student will be taking the [Winter 2011-12 Algebra 1 EOC] on [add administration day(s)/date(s)]. This is a computer-based test, and your student [will have/has had] an opportunity to participate in a practice test to become familiar with the software, item types, and online tools he/she will encounter and use during testing.

If you or your student would like to review the CBT practice test at home, you can download instructions and a practice test (called an “ePAT”) at www.FLAssessments.com/ePAT. Your student may practice as often as is necessary prior to testing.

It is important for you and your student to understand the following policies before testing:

■ **Electronic Devices**—If your student is found with ANY electronic devices during testing, his or her test will be invalidated, which means it will not be scored. The best practice would be for students to leave devices at home or in their lockers on the day of testing.

■ **Student Pledge** —Your student will be asked to sign a pledge prior to testing that says, “*I agree that I will not give or receive unauthorized help during this test. I understand that giving or receiving such help during the test is cheating and will result in the invalidation of my test results.*” In addition, students are responsible for protecting their answers from being seen by others. If students are caught cheating during testing their tests will be invalidated.

■ **Invalidations After Testing** —The FDOE employs a test security company, Caveon Test Security, to analyze student test results to detect unusually similar answer patterns. Student results within a school that are found by Caveon to have extremely similar answer patterns will be invalidated.

■ **Leaving Campus**—If your student leaves campus before completing the test (for lunch, an appointment, or illness, etc.), he or she WILL NOT be allowed to complete the test. If your student does not feel well on the day of testing, it may be best for him or her to wait and be tested on a make-up day.

If you have any questions related to this test administration, you may contact [School Contact] at [Contact Info]. For more information about the statewide assessment program, visit the FDOE website at <http://fcats.fldoe.org/>.

Thank you for supporting your student as he/she prepares for the test.

Sincerely,

EOC SAMPLE PARENT LETTER (SPANISH VERSION)

[Date]

Estimado padre de familia o tutor.

La presente tiene por objetivo notificarle que su estudiante tomará la prueba de fin de curso en Álgebra 1 [Winter 2011-12 Algebra 1 EOC] el [add administration day(s)/date(s)]. Esta prueba se impartirá en una computadora y su estudiante [tendrá o ha tenido] la oportunidad de participar en pruebas de entrenamiento para familiarizarse con el programa de computadoras, con los tipos de contenido y las herramientas que él o ella encontrarán en línea para usar durante la prueba.

Si usted o su estudiante deseara repasar en su hogar la prueba de entrenamiento en la computadora, puede bajar las instrucciones y una prueba de entrenamiento (llamada “ePAT”) en www.FLAssessments.com/ePAT. Antes de la prueba, su estudiante puede practicar tan a menudo como sea necesario.

Es importante para usted y para su estudiante que comprendan las siguientes directivas antes de tomar la prueba:

■ **Dispositivos electrónicos**—Si durante la prueba se encontrase en poder de su estudiante CUALQUIER dispositivo electrónico, dicha prueba se invalidará, lo que significa que no será calificada. La mejor práctica sería que los estudiantes dejaran los dispositivos en sus hogares o en sus vestuarios el día de la prueba.

■ **Promesa del estudiante**—Antes de que comience la prueba, a su estudiante se le pedirá que firme una promesa que dice, *“Estoy de acuerdo que durante esta prueba no brindaré o recibiré ayuda que no esté autorizada. Comprendo que si recibo o brindo este tipo de ayuda durante la prueba es hacer trampa que tendrá como consecuencia que se invalide el resultado de mi prueba”*. Además, los estudiantes son responsables de proteger sus respuestas para que las mismas no puedan ser vistas por otros. Si se sorprende a los estudiantes haciendo trampas durante estas pruebas, las mismas se invalidarán.

■ **Invalidación después de la prueba**—El Departamento de Educación de la Florida emplea a Caveon Test Security, una compañía de seguridad que analiza los resultados de las pruebas de los estudiantes con el fin de detectar patrones en las respuestas que sean inusualmente similares. Los resultados de la prueba se invalidarán si Caveon encuentra en una misma escuela patrones de respuestas extremadamente similares.

■ **Abandonar el recinto**—Si su estudiante abandona el recinto antes de completar su prueba (para el almuerzo, por una cita o por enfermedad, etc.), no SE LE PERMITIRÁ que termine su prueba. Si su estudiante no se siente bien el día de la prueba, será mejor para él o para ella que espere a tomarla el día designado para retomarla.

Si tuviese alguna pregunta relacionada con la administración de esta prueba, se puede comunicar con [School Contact] al [Contact Info]. Para más información acerca del programa estatal de pruebas, visite el sitio web de FDOE <http://fcats.fldoe.org/>.

Gracias por apoyar a su estudiante mientras se prepara para la prueba.

Atentamente,

[Principal Name]

EOC SAMPLE PARENT LETTER (HAITIAN-CREOLE VERSION)

[Date]

Chè Paran/Gadyen,

Lèt sa a sèvi pou anonse w elèv ou a pral pran egzamen [Aljèb 1 EOC Ivè 2011-12] jou ki [add administration day(s)/date(s)]. Se yon egzamen ki fèt sou òdinatè, e elèv ou a [pral gen/te gen] yon opòtinite pou l patisipe nan yon egzamen pratik pou l vin abitye avèk pwogram òdinatè, kalite sijè, e zouti Entènèt li pral jwenn e itilize pandan egzamen an.

Si ou menm oubyen elèv ou a ta renmen revize egzamen pratik CBT a lakay la, ou ka pran enstriksyon yo ak yon egzamen pratik (yo rele “ePAT”) sou Entènèt nan www.FLAssessments.com/ePAT. Elèv ou a ka pratike kantite fwa ki nesèsè anvan egzamen an.

Li enpòtan pou ou ak elèv ou a konprann règ k ap suiv yo anvan egzamen an:

■ **Aparèy Elektwonik**—Si yo jwenn elèv ou a avèk KÈLKESWA materyèl elektwonik pandan egzamen an, yo ap anile egzamen li a, ki vle di li pap resevwa yon nòt. Meyè bagay pou elèv yo fè se kite aparèy yo lakay oubyen klete yo nan kazye yo jou egzamen an.

■ **Pwomès Elèv** —Y ap mande elèv ou a pou l siyen yon pwomès anvan egzamen an ki di, “*mwen dakò, mwen pap bay oubyen resevwa èd ki pa otorize pandan egzamen sa a. Mwen konprann bay oubyen resevwa èd konsa pandan egzamen an se triche e l ap lakòz yo anile rezilta egzamen mwen an.*” Anplis, elèv yo responsab pou pwoteje repons yo pou lòt elèv pa wè yo. Si yo kenbe elèv yo ap triche pandan egzamen an, yo ap anile egzamen yo a.

■ **Anilasyon Apre Egzamen** —FDOE anplwaye yon konpayi sekirite egzamen, “Caveon Test Security”, pou analize rezilta elèv yo pou detekte resanblans ki ra nan modèl repons yo. Caveon ap anile rezilta elèv nan menm lekòl li twouve modèl repons yo gen twòp resanblans.

■ **Kite Kanpous la**—Si elèv ou a kite kanpous la anvan li fini egzamen an (pou repa midi, yon randevou, oubyen maladi, eks.), Yo PAP kite l fini egzamen an. Si pitit ou a pa santi l byen jou egzamen an, li mye pou l tann e pran egzamen an nan yon jou ratrapaj.

Si w gen kesyon konsènan administrasyon egzamen sa a, ou ka kontakte [School Contact] nan [Contact Info]. Pou plis enfòmasyon sou pwogram evalyasyon atravè tout eta a, vizite sit Entènèt FDOE a nan <http://fcat.fldoe.org/>.

Mèsi dèske w sipòte elèv ou a pandan li ap prepare pou egzamen an.

Sensèman,

[Principal Name]

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Summary of the Winter 2011-12 Algebra 1 End-of-Course (EOC) Assessment Computer-Based Test (CBT) Administration Procedures

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

WINTER 2011-12 FLORIDA ALGEBRA 1 END-OF-COURSE (EOC) ASSESSMENT

The Winter 2011-12 Florida Algebra 1 EOC Assessment will be administered in K-8 centers, middle schools, senior high schools, alternative centers, and adult centers to eligible students during the weeks of December 5 – 16, 2011. The EOC Algebra 1 assessment is a Computer-Based Test (CBT), and all eligible students will be participating using the CBT platform with the exception of ESE or 504 students who require paper-based accommodations documented on an IEP or 504 plan. Please note that accommodated CBT test forms will be available for this administration.

All eligible students must complete a practice session for the Algebra 1 EOC prior to the administration of the operational test. Note the ePat script is found in the *Winter 2011-12 Florida End-of-Course (EOC) Assessments Test Administration Manual* and must be read verbatim during the practice session.

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. Note, "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 THE FLORIDA EOC ASSESSMENT PROGRAM AT SCHOOL SITES

School administrators, teachers, and other school staff shall all be made aware of their professional obligations with regard to testing programs. The 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

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; verifying and managing student information; scheduling students into test sessions and classes; organizing and distributing materials to the test administrators; printing Student Authorization Tickets and Session Rosters; maintaining the security of test materials in the schools; supervising test administration; starting and stopping test sessions, resuming students, scheduling make-up sessions, invalidating tests, and recording accommodations used by the students; maintaining all required records and documentation; returning test materials for scoring; maintaining the confidentiality of student test records; and completing the School Assessment Coordinator Checklist as stated in the *Winter 2011-12 Florida EOC Assessment Test Administration Manual* (Appendix E of the manual).

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 *Winter 2011-12 Florida EOC Assessments Test Administration Manual* (Test Administration Manual, Appendix E). 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 that include installing visual barriers for computer-based testing; distributing and returning student test materials including Student Authorization Tickets, work folders, reference sheets, and Session Roster for computer-based testing; accounting for all assigned materials; strictly adhering to test scripts and directions; actively monitoring students during the testing session and resuming students on the computer if applicable; 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; and completing the Test Administrator Checklist as stated in the *Winter 2011-12 Florida EOC Assessments Test Administration Manual* (Test Administration Manual, Appendix E).

Proctor

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

Relief Staff

Relief staff who may serve in classrooms in the temporary absence of the regular test administrator or proctor must meet all of the requirements specified for the applicable

role, and must have received appropriate training related to test administration and test security procedures.

ASSIGNMENT AND TRAINING OF TEST ADMINISTRATORS AND PROCTORS

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

Who may serve as proctors? Instructional, non-instructional, and paraprofessional employees who have received appropriate training related to procedures for proctoring the EOC assessments, and the test security procedures may serve as proctors.

Required Ratio for EOC Assessments Administration

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

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

Use of Non-School Personnel as Proctors

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

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

Non-school system personnel may be used only as an “extra set of eyes” to assist test administrators in monitoring test administration and to assist in maintaining an atmosphere that provides students with optimal testing conditions. Parents may not be placed in rooms in which members of their families are being tested. Volunteers and tutors who work with specific students must not be placed in rooms in which students with whom they work are being tested. M-DCPS students may not serve as classroom volunteers in any capacity during testing. Volunteers must sign the *Volunteer Responsibilities while assisting with the Florida End-of-Course Assessments* (Attachment C) and the *Florida EOC Test Administration and Security Agreement* (Test Administration Manual, Appendix E).

All test administrators and proctors must be informed of their duties and all applicable security procedures and policies. The attached document, *Test Administrators' Responsibilities: Maintaining Test Security Before, During, and After the Florida EOC*

Assessments (Attachment D) is provided for use in training test administrators and proctors in maintaining test security.

DISTRICT MONITORING OF FLORIDA EOC ASSESSMENTS ADMINISTRATIONS

In order to ensure that the EOC assessments are administered in accordance with the required procedures regarding uniformity and security, district staff will visit randomly selected school sites on test and/or make up dates, as well as during the time period in which materials are stored at the schools.

Activities to be monitored include: the storage location of testing materials; procedures used to distribute/collect materials to and from test administrators and students; procedures used to admit students to testing rooms; and adherence to directions for administering the EOC assessments.

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

GENERATING STUDENT LISTS

Eligible students for the Winter 2011 Algebra 1 EOC Assessment include students that completed an eligible Algebra 1 course in the summer of 2011 or that will complete an eligible Algebra 1 course by December 2011, and have not yet tested for the Algebra 1 EOC assessment. The Algebra 1 EOC assessment is computer-based test (CBT) only; accommodated CBT forms are available as noted on the student's IEP.

Other students have the option of taking the Algebra 1 EOC at this time. Students in the 2010-11, 9th grade cohort who are retaking Algebra 1 to improve the grade they received in spring 2011 MAY retake the test, but they are not required to do so. Students in a credit acceleration program (CAP) wishing to "test for credit" may also take the Algebra 1 EOC. PreID labels will not be available for these students.

PREPARING ANSWER DOCUMENTS AND PREIDENTIFIED STUDENT LABELS

Please note: students using paper test documents should not be listed as taking a CBT in PearsonAccess. Schools will receive pre-identified (PreID) student labels for eligible students with paper-based accommodations. Eligible paper-based accommodations include: regular print, Contracted and Uncontracted Braille. 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.

PreID student labels will be provided for eligible students at K-8 centers, middle and high schools, alternative education centers, and adult education centers as of **Friday, November 11, 2011** for students who completed Algebra 1 in Summer 2011 and / or students that will complete the course by December 2011, and have not yet tested for the Algebra 1 EOC assessment. Test-and-answer booklets for students who are new to the school after November 11, 2011, must be hand-gridded for paper-based tests according to the directions in the test administration manual.

SCHEDULING STUDENTS INTO CLASSES AND SESSIONS

For the EOC administrations, all eligible schools, including Adult Education Centers, will have pre-identified student information available online for students that were enrolled at the school as of **November 11, 2011**. Verify the information in Pearson against the student information database. If the Student Name or Student Florida ID Number is incorrect in PearsonAccess, student(s) must be deleted and reentered with the correct information.

Schools should add any new students who enrolled after **November 11, 2011**, and are eligible based on the students to be tested requirements (Test Administration Manual, pages 2-4).

Schools that need to manually add students who are eligible to be tested and were not included in the PreID file, 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 *Test Administration Manual*.

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

Computer-based testing activities including scheduling students and test sessions will be managed on PearsonAccess starting November 17, 2011 once the PreID file has been uploaded. Student information was uploaded to PearsonAccess based on student data as of November 11, 2011. Any student enrollment changes after **November 11, 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 F) for every student which will enable the student to log into a test. Each authorization ticket is a secure test document which contains the TestNav URL, the

student's unique Login ID, and a test code (password). The school assessment coordinator must also print Session Rosters (see Attachment F) (list of students tested in the same test session) which may be used to collect the required administration information. **The tickets and rosters are secure documents and must be placed in a secure limited access location.**

SPECIAL PROGRAM STUDENTS

Students from **Miami-Dade Online Academy Program (M-DOA)** will test at their assigned school for the Winter 2011-12 Algebra 1 EOC Assessment administration. All M-DOA students who are eligible for the Algebra 1 EOC assessment will be set up in PearsonAccess by District staff. Student Authorization Tickets will be sent via ZAP Delivery Services to principals at the schools where these students will test. Please note that Student Authorization Tickets are secure documents and must be kept in a locked, limited access location as with any secure test documents.

School assessment coordinators will assign a testing room and distribute the provided Student Authorization Tickets to the registered M-DOA 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 an M-DOA student is disconnected during a computer-based test administration, the school assessment coordinator must contact the District to be "Resumed" at 305-995-3660. Please have the student's first and last name, to enable District staff to resume a student's test.

REQUESTING ADDITIONAL TEST MATERIALS

K-8 centers, middle schools, senior high schools, alternative education centers, and adult education centers will be receiving allocations of Winter 2011 Algebra 1 EOC Assessment test materials based on the number of eligible students enrolled at the school as of November 11, 2011.

ZAP Delivery Services will deliver to K-8 centers, middle schools, senior high schools, and alternative centers, *Winter 2011 Florida EOC Assessments Test Administration Manual*, Florida Computer-Based Work Folders, paper tests and PreID student labels for eligible students from November 28 – 30, 2011. Schools will need to receive and securely store these materials. If any additional materials are needed, contact the Test Distribution Center, at 305-995-3743.

Adult education centers may pick-up Winter 2011 Algebra 1 EOC Assessment test materials at TDC, 13135 SW 26 Street, Miami, Florida, on Monday, Tuesday, or Wednesday, November 28 – 30, 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 materials is maintained. In addition, procedures specific to Miami-Dade County Public Schools are set forth below.

- When the EOC assessments materials are received, immediately **verify the counts** and sequence numbers of materials received against the **Winter 2011 Florida EOC Assessment Administration Record / Security Checklist**, if applicable (available online at www.PearsonAccess.com/fl using the test chairperson'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 (paper-based test booklets) may be opened no sooner than (3) days prior to the scheduled testing date.
- Only the school test coordinator and persons designated by the school site administrators may prepare test materials. All handling, including affixing of labels and hand-gridding, must be done in a limited-access area, supervised at all times. Students are **not** permitted to assist in this process or to handle test materials before or after testing.
- All test materials, including Student Authorization Tickets, Session Rosters, Florida Computer-Based Testing Work Folders, approved four-function 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 E.

ALGEBRA 1 EOC MATERIALS RETURN TO THE TEST DISTRIBUTION CENTER

The "*Friendly Reminder*" (Attachment H) provides a quick reference guide for packing and returning your Algebra 1 EOC test materials. School assessment coordinators are

encouraged to review this document to assist with the process of packing and returning of materials.

For the Winter 2011 Florida Algebra 1 EOC Assessment test administration, all schools are to hand-deliver **“To Be Scored” materials (if applicable), “Not To Be Scored” materials, and the “District Assessment Coordinator Only” Box**, including materials for visually impaired students and VI calculators (Adult Centers also return approved four-function calculators) to the Test Distribution Center (TDC), 13135 S.W. 26th Street, Miami, FL **by 3:30 p.m. on Monday or Tuesday, December 12 or 13, 2011.**

CBT Materials Return

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 E) 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 Winter 2011 Florida EOC Assessments Administration Record / Security Checklist will be available in Excel format for paper-based tests in 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 *Winter 2011 Algebra 1 EOC Session Rosters* must be used to capture all required administration information. The *Winter 2011 Algebra 1 EOC Session Rosters* are available at www.PearsonAccess.com for each test session.
- The *Florida EOC Administration and Security Agreement* (Test Administration Manual, Appendix E) 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.
- *Test Administrator Prohibited Activities Agreement* affirming that they understand

prohibited activities during the test administration and possible consequences of inappropriate behavior (Test Administration Manual, Appendix E).

- The *Winter 2011 Florida EOC Assessment Security Log* (Test Administration Manual, Appendix E) must be completed during testing by personnel (test administrators, proctors, relief staff, etc.) assigned to monitor a testing room for any length of time.
- Attendance rosters, seating charts, and test group codes define groups tested together and help to maintain a record of student room assignments. Test group codes must be used for **all testing groups for the Winter 2011 Algebra 1 EOC Assessment 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 E.
- M-DCPS *Winter 2011 Florida Algebra 1 EOC Assessment Accounting for All Secure Documents* (Attachment G) 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 A

MIAMI-DADE COUNTY PUBLIC SCHOOLS FCAT / FCAT 2.0 RETAKE AND EOC REGISTRATION FORM

Administration: **FCAT / FCAT 2.0 RETAKE**

_____ FCAT READING (____ Paper-based _____ Computer-based)
_____ FCAT 2.0 READING (Computer-based)
_____ FCAT MATHEMATICS (Computer-based)

END-OF-COURSE (Computer-based)

_____ ALGEBRA 1
_____ GEOMETRY
_____ BIOLOGY 1

STEP 1: STUDENT DETAILS

1. Florida Student ID#

									X
--	--	--	--	--	--	--	--	--	---

ISIS Student ID #
(if applicable)

1	3	0							
---	---	---	--	--	--	--	--	--	--

2. Student Last Name (All caps)

Phone# (_____) _____ - _____

--

3. Student First Name (All caps)

--

4. Student Middle Initial (Cap)

--

5. Adult Center (Test Center) _____ Adult Center # _____

STEP 2: TEST REGISTRATION DETAILS

1. Administration: _____ / _____ Month/Year

2. Date of Birth _____ / _____ / _____ (MM/DD/YYYY)

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

4. Race (check Yes or No for each option)

_____ Yes _____ No American Indian/Alaskan Native
_____ Yes _____ No Asian
_____ Yes _____ No Black or African American
_____ Yes _____ No Native Hawaiian / Pacific Islander
_____ Yes _____ No White

5. Gender _____ Male _____ Female

6. Grade (check one) _____ 10 _____ 11 _____ 12 _____ 13th Yr. _____ ADULT

7. Are you a first time test taker? _____ Yes _____ No

Individuals other than regularly enrolled students who intend to take the EOC assessment and who have a diagnosed disability may also be entitled to certain test modifications. Have you been diagnosed or are you aware of having a physical or learning disability"? _____ Yes _____ No
If you answer yes, you need to submit to your test center an official document that records the disability. For further information, please contact your guidance counselor.
If the applicant does not inform the center about the disability at the time of registration, the test center will NOT be required to provide accommodations on the test day.

Picture identification must be provided by the student at the time of registration AND on the day of testing as follows:

Check one: _____ Florida Driver's License Number _____ Photo attached to this form _____ Other (specify)

Student Signature at Registration

Date

Counselor or School Assessment Coordinator

Student Signature at Entrance to Reading Session

Date

Counselor or School Assessment Coordinator

Student Signature at Entrance to Mathematics Session

Date

Counselor or School Assessment Coordinator

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

FM-7276 (08-11)

ATTACHMENT B

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

Winter 2011-12 Florida Algebra 1 EOC Assessment TESTING PROGRAM

Documentation that the **EOC Assessment** at each school was supervised by the principal in accordance with the guidelines and procedures established by Miami-Dade County Public School district is required. This form must be completed by the school principal and the School Assessment Coordinator; include the original completed form in the District 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 **Winter 2011 Florida EOC** 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 Winter 2011 Florida EOC testing materials were received and counted, and any discrepancies were reported and reconciled with the Test Distribution Center prior to the test administration. After reconciliations, if any, our school had sufficient quantities of Winter 2011 Florida EOC materials to conduct testing.
___	___	Prior to the test administration, all staff involved in the Winter 2011 Florida EOC administration were trained on appropriate test administration and security procedures. The Test Security Guidelines / Procedures were reviewed with all persons administering or having access to test 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 Winter 2011 Florida EOC 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 Winter 2011 Florida EOC 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 Winter 2011 Florida EOC 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

FM-6927 (08-11)

ATTACHMENT C

VOLUNTEER RESPONSIBILITIES WHILE ASSISTING WITH THE FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT / FCAT 2.0) AND THE FLORIDA END-OF-COURSE (EOC) ASSESSMENTS 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 (FCAT / FCAT 2.0) and Florida End-of-Course (EOC) Assessments.

Volunteer's Signature

Date

Name Printed

Principal (or Designee's) Signature

School Name/School Number

FM-3956 (09-11)

ATTACHMENT D

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

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

Preparing for the Assessment

1. Test administrators and proctors **must** be familiar with the test security procedures and administration directions prior to the actual test administration. Each test administrator **must** be provided with a test administration manual containing the security procedures, the administration directions, and the script to be read to students. Test administrators **must use the test administration 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**. If

students using extra time are moved to a new location to complete testing, a new seating chart must be created for this location.

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. Approved four-function 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 approved four-function 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 approved four-function 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 EOC Assessments as it is presented in the *Winter 2011-12 Florida EOC Assessments Test Administration Manual*.
18. For all subjects, the FLDOE requires a test group code. The school assessment coordinators must create and assign test group codes. Test administrators must ensure that students mark the appropriate class test group code on the test document (paper-based) or enter the test group code after the “Welcome” screen (CBT), as directed.

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

19. Computer labs must be set up to ensure that students cannot view the monitors of other students’ workstations. Visual barriers may be used to prevent incidental viewing.
20. The test administrator and/or proctor must verify the identification of students when distributing Student Authorization Tickets.
21. Student Authorization Tickets and Session Rosters are secure test documents, and must be kept in locked, limited access location.
22. During test sessions, unused tickets must be secured (i.e., not left on a desk, podium within reach of students).
23. Procedures must be implemented to contact the school assessment coordinator during a session in case a student is disconnected from the session and must be resumed.
24. If test administrators are given access to PearsonAccess to resume test sessions, an additional proctor should be assigned to the testing room.

25. If a student must be excused for a short break, **it permissible to turn off the monitor** so that the screen cannot be viewed, rather than exiting the test session.
26. Remember, the EOC 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 EOC 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 approved four-function 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 four-function 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 EOC test booklets, Florida Computer-Based Testing Work Folders, Student Authorization Tickets, approved four-function 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 approved four-function 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

Sample Seating Chart

School _____ Location _____ Test _____

Teacher _____ Proctor _____

Test Group Code _____ Room # _____ Date _____ Time _____

ATTACHMENT F

Student Authorization Ticket Florida	
Session:	Test Session
Test:	Dec Algebra 1
Location:	Lab A
SAMPLE, STUDENT	
DOB: 08/29/1995 ID: XXXXX90000	
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:	2466983461
Test Code:	6RP6TL

Session Roster							
Test Administration:	Winter 2011-12 Algebra 1 EOC	Scheduled Start Date:	12/12/2011				
Test Session Status:	Not Started	Scheduled Start Time:	08:00 AM				
Session Name:	Sample Session	Actual Start Date:					
School:	PEARSONACCESS PUBLIC SCHOOL (000002)	Actual Start Time:					
Test to be Administered:	Dec Algebra 1	Location:	Lab A				
Read Aloud:	No						
Form Group Type:	SEE BELOW						
Test Code:	ZE43QC						
Results: 2							
Student Name	Student ID	Date of Birth:	Class	Form/Form Group Type	Login ID	*Attend.	Accommodations
SAMPLESTUDE NT, A	0623890001	08/29/1995	FLCLASS	Main	4367097621		
SAMPLESTUDE NT, B	0623890002	02/05/1996	FLCLASS	Main	1018305935		
Results: 2							

ATTACHMENT G

MIAMI-DADE COUNTY PUBLIC SCHOOLS WINTER 2011-12 ALGEBRA 1 EOC ASSESSMENT ACCOUNTING FOR ALL SECURE DOCUMENTS

This form was designed to help schools keep track of test materials with security numbers and ensure that no test materials inadvertently remain behind at the school. Please complete the following steps on the table below to account for the return of all Winter 2011 Algebra 1 EOC paper test materials.

1. Enter the number of documents reported to Student Assessment and Educational Testing 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 Document Count Form for your school and other programs, if applicable, (e.g., Miami-Dade Online Academy).
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.

(Note: This form is intended to be used only for documenting paper test materials with security numbers).

School Name: _____

School Number: _____

	1 +	2 +	3 +	4 =	5	6 <u>Verification</u>
Item Description RMS	# 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
Winter Algebra 1 EOC Assessment NGSSS Test and Answer Book						

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

Name of person completing
(Print)

Signature

Title

Date

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

**WINTER 2011-12 ALGEBRA 1 END-OF-COURSE (EOC)
MATERIALS RETURN**

Detailed instructions regarding the packaging and return of Algebra 1 EOC Assessment materials are available in the *Winter 2011-12 Florida End-of-Course Assessments Test Administration Manual*.

“TO BE SCORED”

RED LABEL BOXES

- Regular print Algebra 1 EOC “TO BE SCORED” materials.

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

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

WHITE LABEL BOXES (Special Document Materials)

- All used and unused Braille materials only, (Test Administration Manual, pages 89-91).

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

“NOT TO BE SCORED”

YELLOW LABELS

- Regular print, unused test and answer books (unused).
- Defective regular print, test and answer books with all DNS bubbles gridded.

“DISTRICT ASSESSMENT COORDINATOR ONLY” BOX

- Session Rosters or Administration Record / Security Checklist or school’s developed form with all the required information, (Test Administration Manual, pages 6 and 243, samples provided).
- Original Seating Chart (Training Packet, Attachment E)
- Original *Security Logs*, (Test Administration Manual, page 241, sample provided)
- Work Folders (used and unused)
- Original *Accounting for All Secure Documents* for Winter 2011 Algebra 1 EOC Assessment, if applicable (Training Packet, Attachment G)
- Original *School Procedural Checklist* (FM-6927), (Training Packet, Attachment B).

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

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

Monday or Tuesday, December 12 or 13, 2011:

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

TESTING CONTACT INFORMATION

ASSESSMENT, RESEARCH, AND DATA ANALYSIS

Ms. Gisela Feild, Administrative Director

STUDENT ASSESSMENT AND EDUCATIONAL TESTING

1450 NE 2nd Avenue, Suite 208
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