

**SUMMER 2012  
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**

**SUMMER 2012 FLORIDA ALGEBRA 1 EOC ADMINISTRATION  
SCHEDULE OF ACTIVITIES**

	<b>School Assessment Coordinator</b>	<b>Technology Coordinator</b>
<b>June 21 or 22</b>	K-8 Center and Middle School Test Chairpersons train test administrators and proctors on test security and administration procedures. View EOC School Assessment Coordinator Screencast Training at <a href="http://oada.dadeschools.net/screencasts/2012EOC/2012EOC.html">http://oada.dadeschools.net/screencasts/2012EOC/2012EOC.html</a>	-
<b>July 16 - 18</b>	Delivery of Algebra 1 EOC paper test materials and/or Braille materials, Pre-ID student labels (if applicable), work folders, and reference sheets via Falcon Shipping Inc. Verify shipment. <b>You may open secure materials <u>three</u> days prior to the scheduled testing date.</b>	-
<b>July 20</b>	High School and Adult Center Test Chairpersons train test administrators and proctors on test security and administration procedures. View EOC School Assessment Coordinator Screencast Training at <a href="http://oada.dadeschools.net/screencasts/2012EOC/2012EOC.html">http://oada.dadeschools.net/screencasts/2012EOC/2012EOC.html</a> Create accounts for test administrators in Pearson site, as needed. Create or reset your password for Pearson site, as needed. Verify student information. Complete scheduling activities. Print Student Authorization Tickets and Session Rosters. Provide Technology Coordinator a list of all test sessions at the school.	-
<b>July 23 - 26 &amp; 30</b>	<b>Algebra 1:</b> Manually start test sessions. Resume test sessions, as needed. Monitor test sessions.	Run Proctor Caching during testing. Assist test administrators and school assessment coordinator during testing.
<b>July 25-31</b>	Return all Algebra 1 EOC "TO BE SCORED" and "NOT TO BE SCORED" paper-based test materials and "District Coordinator Only box to TDC.	-
<b>July 30-31</b>	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(s) after testing. Complete the School Technology Coordinator Comment Form online.

## MIAMI-DADE COUNTY PUBLIC SCHOOLS

### Summary of the Summer 2012 Algebra 1 End-of-Course (EOC) Assessment Computer-Based Test (CBT) Administration Procedures

NOTE: THIS MATERIAL DOES NOT COVER EVERY ASPECT OF THE SUMMER 2012 FLORIDA ALGEBRA 1 EOC 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.

### SUMMER 2012 FLORIDA END-OF-COURSE (EOC) ASSESSMENT

The Summer 2012 Florida Algebra 1 End-of-Course (EOC) assessment will be administered in selected K-8 centers, middle schools, senior high schools, alternative education centers, and adult centers to eligible students during July 23 – 26 and 30, 2012. The Algebra 1 EOC Assessment is a Computer-Based Test (CBT), and all eligible students will be participating using the CBT platform. Note that EOC paper-based materials (Large Print and Braille) will be available for ESE or 504 students as documented on an IEP or 504 plan. Additionally, accommodated CBT test forms are available during this test administration. Procedures for setting up test sessions and students in PearsonAccess are available in the *Spring 2012 Florida End-of-Course (EOC) Test Administration Manual* .

All eligible students must complete a practice session for the Algebra 1 prior to the administration of the operational test. Note: Revised ePat scripts for accommodated test forms are available at [www.PearsonAccess.com/fl](http://www.PearsonAccess.com/fl) under the Support tab and under the Spring EOC tab. The revised ePat script for the accommodated forms should replace the test script found in Appendix A in the *Spring 2012 Florida End-of-Course (EOC) Test Administration Manual* .

### EOC ASSESSMENT REGISTRATION

For the Summer 2012 administration of the Algebra 1 EOC Assessment, currently enrolled 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 Algebra 1 EOC 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 testing requirements and the testing dates.

All other test takers (non-enrolled summer school students and Credit Acceleration Program (CAP) must pre-register to participate in the Summer 2012 Algebra 1 EOC Assessment administration to ensure that sufficient materials and proctors are available for the test administration.

Pre-registration is critical because it facilitates:

- confirming students' eligibility to participate in the test administration (current enrollment 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 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-based administration) at the time of registration, and should be given information regarding the computer-based testing practice test (ePat).

Adult education centers must test any of their enrolled students who need to take the Algebra 1 EOC Assessment and are NOT enrolled in a senior high school during day school. All students must register in advance, by **July 16, 2012**, in order to ensure that they can be accommodated and that sufficient materials 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. 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 *Spring 2012 Florida End-of-Course (EOC) Test Administration Manual* (EOC TAM, Appendix E).

### **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 *Spring 2012 Florida End-of-Course (EOC) Test Administration Manual* (EOC TAM, 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 manual and training packet. 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. 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 Rosters 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; and completing the Test Administrator Checklist as stated in the *Spring 2012 Florida End-of-Course (EOC) Test Administration Manual* (EOC TAM, 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 (EOC TAM, 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 to test for the Summer 2012 Algebra 1 EOC assessment include students that are currently enrolled or completed an eligible course during the 2011-12 school year, and have not yet tested or failed the Algebra 1 EOC assessment. Students in the credit acceleration program (CAP) wishing to "test for credit" may also take the Algebra 1 EOC assessment. The EOC assessments are computer-based test (CBT) only; paper-based versions and accommodated CBT forms are available as noted on the student's IEP or 504c plan.

Other students have the option of taking the Summer 2012 Algebra 1 EOC Assessment at this time. Students in the 2010-11, 9<sup>th</sup> grade cohort who have not yet taken the Algebra 1 EOC are required to test to have 30% of the EOC score calculated to their final grade. However 2010-11, 9<sup>th</sup> grade cohort students retaking Algebra 1 to improve



the grade they received in Spring 2011 or 2012 MAY retake the test, but they are not required to do so.

## **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 and 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 labels for paper-based accommodations will be provided for eligible students. PreID labels will be based on students enrolled at the schools as of **June 15, 2012**. Students not included in the PreID file that required paper accommodations, must be hand-gridded for paper-based tests according to the directions in the *Spring 2012 Florida End-of-Course (EOC) Test Administration Manual* .

## **SCHEDULING STUDENTS INTO CLASSES AND SESSIONS**

For the Summer 2012 Algebra 1 EOC, all schools with eligible students will have pre-identified student information available online for currently enrolled students as of **June 15, 2012**. 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 (*EOC TAM*, pages 107-111).

Schools should add any students not included in PearsonAccess that are eligible based on the students to be tested requirements (*EOC TAM*, pages 4-7).

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 BLUE site only according to directions in the *Spring 2012 Florida End-of-Course (EOC) 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 **July 16, 2012** once the PreID file has been

uploaded. Student information was uploaded to PearsonAccess based on student data as of June 15, 2012. Any student enrollment changes after **June 15, 2012** 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 special programs **Miami-Dade Online Academy (M-DOA) (13/7001), and Florida Virtual School Full-Time (FLVS) (71/0300 Middle School and 71/0400 High School)** will test at their assigned school for the Summer 2012 Algebra 1 EOC Assessment administration. M-DOA students who are eligible for the Algebra 1 EOC assessment will be set up in PearsonAccess by District staff. Student Authorization Tickets for M-DOA students will be sent via Falcon Shipping Inc. or email to principals and test chairpersons at the schools where these students will test. FLVS Full Time students will be set up in PearsonAccess by FLVS Full-Time Program Staff. The Student Authorization Tickets for the FLVS students assigned to your school will be sent via email to the principal and the test chairperson. **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 and/or FLVS students. Students will use the provided ticket with the unique Login ID and test code (password) to log into TestNav from their assigned school. **These students should not be added to your school's test sessions.**

**Please note: If a 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. If a FLVS student is disconnected during a computer-based test administration, the school assessment coordinator must**

contact the FLVS Office, Ms. Tiffany Mayhugh-Rego at 407-979-4616 or 407-625-4082 or email at [tmrego@flvs.net](mailto:tmrego@flvs.net). Please have the student's first and last name, to enable District and FLVS staff to resume a student's test.

## REQUESTING ADDITIONAL TEST MATERIALS

Selected K-8 centers, middle schools, senior high schools, alternative education centers, and adult education centers will be receiving allocations of Summer 2012 EOC Assessments test materials based on the number of eligible students enrolled at the school as of June 15, 2012.

Falcon Shipping Inc. will deliver to selected schools the Florida Computer-Based Work Folders, reference sheets, paper-based tests, and PreID student labels (if applicable) **on July 16-18, 2012**. 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.

## MATERIALS PROCEDURES

School assessment coordinators are to follow all materials handling procedures specified in the *Spring 2012 Florida End-of-Course (EOC) 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 packing slip or **Administration Record / Security Checklist, if applicable (available online at [www.PearsonAccess.com/fl](http://www.PearsonAccess.com/fl) using the test chairperson's unique username and password)**.
- 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 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.

## **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 Summer 2012 Florida Algebra 1 EOC Assessment test administration, all schools are to hand-deliver “**To Be Scored**” materials and “**Not To Be Scored**” materials (if applicable), and the “**District Assessment Coordinator Only**” Box, including materials for visually impaired students and VI calculators to the Test Distribution Center (TDC), 13135 S.W. 26<sup>th</sup> Street, Miami, FL **by 3:30 p.m. on July 31, 2012.**

## **CBT Materials Return**

The Session Rosters, Florida Computer-Based Testing Work Folders (used and unused), reference sheets (used and unused), will be returned in the District Assessment Coordinator Only Box for the Algebra 1 EOC assessment.

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 (EOC TAM, 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 Summer 2012 Algebra 1 EOC Administration Record/Security Checklist will be available in Excel format for paper-based tests in [www.PearsonAccess.com/fl](http://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 *Test Materials Chain of Custody Form* must be maintained to document that materials are secured and accounted for at all times (*EOC TAM, Appendix E*).
- The *Session Rosters* must be used to capture all required administration information. The Summer 2012 Algebra 1 EOC Session Rosters are available at [www.PearsonAccess.com](http://www.PearsonAccess.com) for each test session.
- The *Florida EOC Administration and Security Agreement (EOC TAM, 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* asserts that test administrators understand prohibited activities during the test administration and possible consequences of inappropriate behavior (*EOC TAM, Appendix E*).
- The *Security Log (EOC TAM, 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 Summer 2012 Algebra 1 EOC 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.
- 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 Summer 2012 Florida Algebra 1 EOC Assessment TESTING PROGRAM

Documentation that the Algebra 1 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 Summer 2012 Algebra 1 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 <u>Summer 2012 Algebra 1 EOC</u> 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 <u>Summer 2012 Algebra 1 EOC</u> materials to conduct testing.
___	___	Prior to the test administration, all staff involved in the <u>Summer 2012 Algebra 1 EOC</u> 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 <u>Summer 2012 Algebra 1 EOC</u> 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 <u>Spring 2012 Florida EOC Assessments</u> 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 <u>Spring 2012 Florida EOC Assessments</u> 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 <u>or</u> 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 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 ASSESSMENT ADMINISTRATION

This material does not cover every aspect of the EOC 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 EOC Assessment **must** attend a training session conducted at their school or center and must review the appropriate *EOC Assessment 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**.

All seating charts must indicate the front and back of the room, as well as the direction the students are facing.

9. For a 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 unfamiliar 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 test 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. If a student taking a paper-based test does not sign the pledge, make a note of this in your record of required administration information, but still allow that student to test. If a student taking a computer-based test does not click the "I agree" check box, you must click for the student and make a note of this in your record of required administration information.
13. For paper-based testing, the test administrator and/or proctor **will** assign a test booklet and/or 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, Student Authorization Tickets, reference sheets, approved four-function calculators, as applicable, must be handed to, and collected from, each student individually. **Test materials may NOT 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 Assessment as it is presented in the *Spring 2012 Florida End-of-Course (EOC) Test Administration Manual*. There are a number of different scripts.
  - TestNav ePAT script, for Algebra 1 EOC Assessment, is presented on pages 29-35 of the manual.
  - TestNav Algebra 1 EOC Assessment computer-based administration script is presented on pages 59 -68 of the manual.
  - Revised TestHear ePAT accommodated form script, for the Algebra 1 EOC Assessment, is available at [www.PearsonAccess.com/fl](http://www.PearsonAccess.com/fl), under Support tab under Spring 2012 EOC.
  - Revised TestHear Algebra 1 EOC Assessment accommodated form script is available at [www.PearsonAccess.com/fl](http://www.PearsonAccess.com/fl), under Support tab under Spring 2012 EOC.
  - Paper-based Algebra 1 EOC administration script is presented on pages 288-296.
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 unfamiliar 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 Assessment 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 must not be assisted in using the PearsonAccess tools or answering test questions by anyone, including persons administering or proctoring the test.
29. Students are **NOT** permitted to use notes, electronic devices, or any other materials during the assessment. However, ELL students **should** 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.

30. 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.
31. 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.**

---

32. If a student needs to leave the room during a paper-based test session, all testing materials including approved four-function calculators must be collected by the test administrator and/or proctor and held until the student returns.
33. 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).
34. 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.
35. 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.
36. 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.
37. **If students are moved to a different location during testing, a new seating chart must be created and maintained for this location.**

#### Concluding the Assessment

38. At the conclusion of testing, all test materials are to be collected from each student **individually**.
39. 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.

40. The test administrator should also verify that students have signed their Student Pledge.
41. **Used test and answer booklets collected from students must not be placed where they are accessible to the other students still remaining in the room.**
42. The test administrator should verify that students have signed their Student Authorization Tickets and individually collect any Florida Computer-Based Testing Work Folders, Student Authorization Tickets, approved four-function calculators, and reference sheets.
43. Make sure that each computer displays the desktop. Assist any student who needs help submitting the test.
44. At the conclusion of a CBT test session, verify that each student has properly completed the test by checking his or her computer screen before the student leaves the room.
45. As soon as the last student has completed the assessment or when time is up, the test administrator should account for all EOC testing materials including test and answer 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**.
46. No student should be permitted to leave the testing room until it has been verified and documented that all his/her testing materials (Test and answer booklets, Florida Work Folders, 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.
47. Ensure that all accommodations actually used by each student are included in your required administration information. These accommodations will be added to the student profiles in the computer or recorded on the student grid sheet.

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

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

**ATTACHMENT E**

**Sample Seating Chart**

School \_\_\_\_\_ Location \_\_\_\_\_ Test \_\_\_\_\_

Teacher \_\_\_\_\_ Proctor \_\_\_\_\_

Test Group Code \_\_\_\_\_ Room # \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Session Name (CBT only) \_\_\_\_\_

FRONT OF THE ROOM


BACK OF THE ROOM



## ATTACHMENT F

**Student Authorization Ticket  
Florida**

**Session:** Test Session  
**Test:** Algebra 1  
**Location:** Lab A

**STUDENT, SAMPLE**  
**DOB:** 07/23/1998 | **ID:** XXXXX13518

**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:** 8432078132  
**Test Code:** 6L8RWD

Session Roster							
Test Administration:	Spring 2012 EOC	Scheduled Start Date:	04/30/2012				
Test Session Status:	Not Started	Scheduled Start Time:	08:00 AM				
Session Name:	Test Session	Actual Start Date:					
School:	PEARSONACCESS PUBLIC SCHOOL (000002)	Actual Start Time:					
Test to be Administered:	Algebra 1	Location:	Lab A				
Read Aloud:	No						
Form Group Type:	SEE BELOW						
Test Code:	ULBZH8						
							Results: 2
Student Name	Student ID	Date of Birth:	Class	Form/Form Group Type	Login ID	*Attend.	Accommodations
STUDENT, SAMPLE	0122257022	02/11/1999	FLCLASS	Main	4828798018		
STUDENT, SAMPLE	8451350854	04/08/1998	FLCLASS	Main	2443512747		
							Results: 2

## ATTACHMENT G

**“FRIENDLY REMINDER”  
FROM THE TEST DISTRIBUTION CENTER (TDC)  
SUMMER 2012 ALGEBRA 1 EOC**

### HAND-DELIVER ALL MATERIALS TO TDC: JULY 25-31, 2012

Detailed instructions regarding the packaging and return of EOC Assessment materials are available in the *Spring 2012 Florida End-of-Course Test Administration Manual*.

- **TO BE SCORED Algebra 1 (Purple Labels)**
  - Virtual School Program (Please refer to the *EOC TAM*, and use the table on page 139, to correctly identify the different programs).
  - Your school’s documents.
- **TO BE SCORED (SPECIAL DOCUMENTS) Braille (White Labels)**
- **NOT TO BE SCORED (Yellow Labels)** Include unused special document (Braille) materials and any special documents with DNS bubbles gridded.

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 talking calculators. Pack **Large Key/Large Display talking calculators** in the manila envelope provided.

#### **“DISTRICT ASSESSMENT COORDINATOR ONLY” BOX**

- Session Rosters or Administration Record / Security Checklist or school’s developed form with all the required information, (*EOC TAM*, pages 9 and 363).
- Original Seating Chart (Training Packet, Attachment E).
- Original *Security Logs*, (*EOC TAM*, page 361).
- CBT Work Folders (used and unused).
- Algebra/Geometry Reference Sheets (used and unused).
- Original *School Procedural Checklist* (FM-6927), (Training Packet, Attachment B).
- Test Materials Chain of Custody Form, (*EOC TAM*, pages 359 and 360).
- Headset Adaptors (splitters), if applicable.

**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.

**Hand-deliver this box or send it via school mail to the Test Distribution Center 9038, by July 31<sup>st</sup>, 2012. (NO EXCEPTIONS.)**

## ATTACHMENT H

### EOC CBT SAMPLE PARENT LETTER (ENGLISH VERSION)

[Date]

Dear Parent/Guardian,

This letter serves as notification that your student will be taking the [Algebra 1 End-of-Course Assessment] on [administration day(s)/date(s)]. This is a computer-based test (CBT), 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](http://www.FLAssessments.com/ePAT). Your student may practice as often as 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.

■ **Academic Honesty**—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. Please also be mindful to not schedule appointments on testing days.

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://fcat.fldoe.org/>.

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

Sincerely,

[Principal Name]

## EOC CBT 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] el [administration day(s)/date(s)]. Esta prueba se impartirá en una computadora (computer based test, CBT, por sus siglas en inglés) y su estudiante [tendrá o ha tenido] la oportunidad de participar en una prueba de entrenamiento para familiarizarse con el programa de computadoras, con los tipos de contenido y las herramientas que él o ella encontrará en línea para usar durante la prueba.

Si usted o su estudiante deseara repasar en su hogar la prueba de entrenamiento CBT en la computadora, puede bajar las instrucciones y una prueba de entrenamiento (llamada “ePAT”) en [www.FLAssessments.com/ePAT](http://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 directrices 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 (lockers) el día de la prueba.

■ **Honestidad académica**—Antes de que comience la prueba, a su estudiante se le pedirá que firme un compromiso 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 trampas que tendrá como consecuencia que se invaliden los resultados 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 las pruebas, las mismas se invalidarán.

■ **Invalidaciones después de la prueba**—El Departamento de Educación de la Florida (FDOE, por sus siglas en inglés) emplea a Caveon Test Security, una compañía de seguridad, para que analice los resultados de las pruebas de los estudiantes con el fin de detectar patrones inusualmente similares en las respuestas. Los resultados de la prueba de los estudiantes se invalidarán si Caveon encuentra en una misma escuela patrones de respuestas extremadamente similares.

■ **Si se abandona el recinto**—Si su estudiante abandona el recinto antes de terminar 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 tomar la prueba en el día designado para retomarla. Por favor, también tenga en cuenta de no concertar citas en los días en que se imparten las pruebas.

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 CBT SAMPLE PARENT LETTER (HAITIAN-CREOLE VERSION)

[Date]

Chè Paran/Gadyen,

Bi lèt sa a se pou avize w elèv ou a pral pran [Evalyasyon Fen kou Aljèb 1] jou ki [add administration day(s)/date(s)]. Se yon “computer-based test (CBT)” (egzamen ki baze sou òdinatè), e elèv ou a [ap genyen/te genyen] yon opòtinite pou l te patisipe nan yon egzamen pratik pou l vin familiarize avèk pwogram, kalite objè, ak zouti Entènèt li pral rankontre e itilize pandan egzamen an.

Si oumenm oubyen pitit ou a ta vle revize egzamen pratik CBT a lakay, ou ka pran enstriksyon yo ak yon egzamen pratik yo rele “ePAT” nan [www.FLAssessments.com/ePAT](http://www.FLAssessments.com/ePAT). Elèv ou a ka pratike pou kantite tan li bezwen 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 aparèy elektwonik pandan egzamen an, yo ap anile egzamen li a, ki vle di li pap resevwa yon nòt. Nou ankouraje elèv yo kite aparèy yo lakay oubyen klete yo nan kazye yo jou egzamen an.

■ **Onètete Akademik** —N 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 sa 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 ta pi bon pou l tann e pran egzamen an nan yon jou ratrapaj. E silvouplè veye pou pa pran randevou jou egzamen yo.

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]

## EOC PBT SAMPLE PARENT LETTER (ENGLISH VERSION)

[Date]

Dear Parent/Guardian,

The Florida Department of Education (FDOE) would like to inform you that your student will be taking the [Algebra 1 End-of-Course Assessment] on [administration day(s)/date(s)].

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, meaning it will not be scored. We encourage students to leave devices at home or in their lockers on the day of testing.

■ **Academic Honesty**—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. Please also be mindful to not schedule appointments on testing days.

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://fcat.fldoe.org/>.

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

Sincerely,

[Principal Name]

## EOC PBT SAMPLE PARENT LETTER (SPANISH VERSION)

[Date]

Estimado padre de familia o tutor:

El Departamento de Educación de la Florida (The Florida Department of Education (FDOE) tiene el placer de informarle que su estudiante tomará [la prueba de fin de curso en Álgebra 1] el [administration day(s)/date(s)].

Es importante para usted y para su estudiante que comprendan las siguientes directrices 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. Animamos a los estudiantes a que dejen los dispositivos en sus hogares o en sus vestuarios (lockers) el día de la prueba.

■ **Honestidad académica**—Antes de que comience la prueba, a su estudiante se le pedirá que firme un compromiso 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 trampas que tendrá como consecuencia que se invaliden los resultados 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 las pruebas, las mismas se invalidarán.

■ **Invalidaciones después de la prueba**—El Departamento de Educación de la Florida (FDOE, por sus siglas en inglés) emplea a Caveon Test Security, una compañía de seguridad, para que analice los resultados de las pruebas de los estudiantes con el fin de detectar patrones inusualmente similares en las respuestas. Los resultados de la prueba de los estudiantes se invalidarán si Caveon encuentra en una misma escuela patrones de respuestas extremadamente similares.

■ **Si se abandona el recinto**—Si su estudiante abandona el recinto antes de terminar 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 tomar la prueba en el día designado para retomarla. Por favor, también tenga en cuenta de no concertar citas en los días en que se imparten las pruebas.

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://fcat.fldoe.org/>.

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

Atentamente,

[Principal's Name]

## EOC PBT SAMPLE PARENT LETTER (HAITIAN-CREOLE VERSION)

[Date]

Chè Paran/Gadyen,

“Florida Department of Education (FDOE)” (Depatman Edikasyon Florid) ta vle enfòm w elèv ou a pral resevwa [Evalyasyon Fen kou Aljèb 1] jou ki [add administration day(s)/date(s)].

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 aparèy elektwonik pandan egzamen an, yo ap anile egzamen li a, ki vle di li pap resevwa yon nòt. Nou ankouraje elèv yo kite aparèy yo lakay oubyen klete yo nan kazyè yo jou egzamen an.

■ **Onètete Akademik** —N 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 s 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 ta pi bon pou l tann e pran egzamen an nan yon jou ratrapaj. E silvouplè veye pou pa pran randevou jou egzamen yo.

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]



# SAMPLE REGISTRATION FORM (ENGLISH VERSION)

[Insert School/District Letterhead]

[Date]

Dear Parent/Guardian,

Beginning this summer, the Florida Department of Education will offer a summer administration of the Algebra 1 End-of-Course (EOC) Assessment, administered in selected Miami-Dade County Public Schools **on July 23-26 & 30, 2012**. Prior to the administration of the EOC test, remedial courses will be provided at opened summer school locations to students who did not pass the test during a prior administration. [Home school] will/will not be opened for the remedial courses and/or the test administration during Summer 2012. *(if home school will be closed:)* Your student is eligible to attend [Summer feeder school] to take the remedial course and the EOC test this summer.

If your child will attend the remedial course and/or participate in the Algebra 1 EOC Assessment, please fill out the information below and return it to [home school contact/location] no later than [deadline]. You will receive notification of your student's testing date and confirmation of the location no later than [date].

For more information about Florida EOC Assessments, you may visit the Department of Education's website at <http://fcats.fldoe.org/eoc/>. Please contact [name] at [contact information] if you have any questions.

Thank you,

[name]

Cut Here

---

## Summer 2012 Algebra 1 Registration Form

Student Name: \_\_\_\_\_ MDCPS ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

My student will attend the Algebra 1 remedial course during summer school and will take the Summer 2012 Algebra 1 EOC Assessment.

Yes  No

My student will not attend summer school, but will attend the designated summer school location to take in the Summer 2012 Algebra 1 EOC administration.

Yes  No

## SAMPLE REGISTRATION FORM (SPANISH VERSION)

[Insert School/District Letterhead]

[Date]

Estimados padres de familia/tutor,

Comenzando este verano, el Departamento de Educación de la Florida ofrecerá en el verano la administración de Álgebra 1 End-of-Course (EOC) Assessment (Evaluación de Fin de Curso en Álgebra 1, EOC, por sus siglas en inglés), que se administrará en selectas Escuelas Públicas del Condado Miami-Dade **del 23 al 26 y el 30 de julio de 2012**. Antes de la administración de la Evaluación de Fin de Curso en Álgebra 1, se proporcionarán cursos remediadores en planteles escolares que estén abiertos durante la escuela de verano para los estudiantes que no pasaron la evaluación durante una administración previa. La escuela [Home school] **estará/no estará abierta** para los cursos remediadores **o** la administración de la prueba durante el verano de 2012. *(si su escuela de vecindario está cerrada:)* **El estudiante es elegible para asistir a [escuelas de verano en la red de escuelas de verano] para tomar cursos remediadores y la prueba de EOC este verano.**

Si el estudiante va a asistir al curso remediador o participar en la Evaluación de Fin de Curso en Álgebra 1, por favor, llene el formulario a continuación y devuélvalo a [home school contact/location] a más tardar para el [date]. Recibirá notificación de la fecha de la prueba del estudiante y la confirmación del plantel a más tardar para el [date].

Para obtener más información acerca de las Evaluaciones de EOC de la Florida, puede visitar el sitio web del Departamento de Educación en <http://fcat.fldoe.org/eoc/>. Por favor, póngase en contacto con [name] al [contact information] si tiene alguna pregunta.

Gracias,

[name]

Cortar Aquí

---

### Formulario de matrícula para Álgebra 1, durante el verano de 2012

Nombre del estudiante: \_\_\_\_\_ ID de MDCPS: \_\_\_\_\_

Fecha de nacimiento: \_\_\_\_\_ Nivel de grado: \_\_\_\_\_

Dirección: \_\_\_\_\_ Teléfono: \_\_\_\_\_

Nombre de los padres/tutor: \_\_\_\_\_ Firma: \_\_\_\_\_

Mi hijo asistirá al curso remediador de Álgebra 1 durante la escuela de verano y tomará la Evaluación de Álgebra 1 en el verano de 2012.

Sí  No

Mi hijo no asistirá a la escuela de verano, pero sí tomará la Administración de la Evaluación de Fin de Curso en Álgebra 1, en el verano de 2012 en el plantel escolar asignado.

Sí  No

## SAMPLE REGISTRATION FORM (HAITIAN-CREOLE VERSION)

[Insert School/District Letterhead]

[Date]

Chè Paran/Gadyen,

Kòmansan nan ete sa a, Depatman Edikasyon Florid pral ofri yon "Algebra 1 End-of-Course (EOC) Assessment" (Evalyasyon Fen Kou Aljèb 1), y ap bay nan kèk Lekòl Leta Miami-Dade yo chwazi **nan dat 23-26 ak 30 jiyè 2012**. Anvan yo bay egzamen EOC a, y ap ofri kou ratrapaj nan lekòl ki ouvè pou ete a pou elèv ki pat pase egzamen an lè yo te bay li anvan. [Home school] ap/pap ouvè pou kou ratrapaj e/oubyen pou yo bay egzamen an pandan ete 2012. (if home school will be closed:) Elèv ou a elijib pou ale nan [Summer feeder school] pou l pran kou ratrapaj la ak egzamen EOC a pandan ete sa a.

Si pitit ou a pral pran kou ratrapaj la e/oubyen patisipe nan Evalyasyon EOC Aljèb 1 an, silvouplè ranpli enfòmasyon ki anba a e remèt li nan [home school contact/location] pa pita pase [deadline]. Ou ap resevwa avi sou dat egzamen elèv ou a ak konfimasyon sou ki kote l ap fèt pa pita pase [date].

Pou plis enfòmasyon sou Evalyasyon EOC Florid la, ou ka vizite sit Depatman Edikasyon an nan <http://fcat.fldoe.org/eoc/>. Silvouplè kontakte [name] nan [contact information] si w gen kesyon.

Mèsi,

[name]

Koupe Papye a La

Fòm Enskripsyon pou Kou Aljèb 1 Ete 2012 la

Non Elèv la: \_\_\_\_\_ Idantifikasyon MDCPS: \_\_\_\_\_

Dat Nesans: \_\_\_\_\_ Nivo Ane Eskolè: \_\_\_\_\_

Adrès: \_\_\_\_\_ Telefòn: \_\_\_\_\_

Non Paran/Gadyen: \_\_\_\_\_ Siyati: \_\_\_\_\_

Elèv mwen an prale nan kou ratrapaj Aljèb 1 pandan lekòl ete a e l ap pran Evalyasyon EOC Aljèb 1 2012 Ete a.  Wi  Non

Elèv mwen an pa prale nan lekòl ete a, men li prale nan adrès lekòl yo voye l la pou l pran egzamen EOC Aljèb 1 2012 la.  Wi  Non

**TESTING CONTACT INFORMATION**

**ASSESSMENT, RESEARCH, AND DATA ANALYSIS (ARDA)**

Ms. Gisela Feild, Administrative Director

**STUDENT ASSESSMENT AND EDUCATIONAL TESTING (SAET)**

1450 NE 2<sup>nd</sup> 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](mailto:sshay@dadeschools.net)

Ms. Maria C. Bruguera, Director I  
[mbruguera@dadeschools.net](mailto:mbruguera@dadeschools.net)

Ms. Mara Ugando, Staff Specialist  
[mugando@dadeschools.net](mailto: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](mailto:mrhernandez@dadeschools.net)

Ms. Maria Vargas, Administrative Assistant II  
[mhvargas@dadeschools.net](mailto:mhvargas@dadeschools.net)

**INFORMATION TECHNOLOGY SERVICES (ITS)**

**Infrastructure and System Support:**

Mr. Javier Perez, Executive Director  
[JPerez@dadeschools.net](mailto:JPerez@dadeschools.net)  
Telephone: 305-995-3331

Mr. Roly Avila, Supervisor  
[RAvila@dadeschools.net](mailto:RAvila@dadeschools.net)  
Telephone Number: 305-995-3334